

POLK CITY

City Commission Meeting

January 21, 2025

Polk City Government Center
123 Broadway Blvd., SE

6:00 pm

CALL TO ORDER – Mayor Joe LaCascia

INVOCATION – Pastor Walter Lawlor, New Life Community Church

PLEDGE OF ALLEGIANCE – Mayor Joe LaCascia

ROLL CALL – Assistant City Manager Sheandolen Dunn

ESTABLISHMENT OF A QUORUM

APPROVE CONSENT AGENDA

PRESENTATIONS AND RECOGNITIONS

1. DAC Bond Certificate of Excellence

OPPORTUNITY FOR PUBLIC COMMENT – ITEMS NOT ON AGENDA (limit comments to 3 minutes)

AGENDA

1. **ORDINANCE 2025-01** - AN ORDINANCE OF THE CITY COMMISSION OF POLK CITY, FLORIDA; AMENDING ARTICLE 2 – REGULATIONS FOR SPECIFIC DISTRICTS, SECTION 2.04.02.15, “PLANNED UNIT DEVELOPMENT DISTRICT” OF THE UNIFORM LAND DEVELOPMENT CODE; REMOVING THE LIST OF PERMITTED USES FROM PLANNED UNIT DEVELOPMENTS TO ALLOW GREATER INNOVATION IN USE AND DESIGN; REPEALING ALL ORDINANCES IN CONFLICT THEREWITH; PROVIDING A BUSINESS IMPACT ESTIMATE, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE. **DISCUSSION PURPOSES ONLY**
2. **ORDINANCE 2025-02** - AN ORDINANCE OF THE CITY COMMISSION OF POLK CITY, FLORIDA; AMENDING ARTICLE 3 – DEVELOPMENT DESIGN AND IMPROVEMENT STANDARDS, SECTION 3.09.01.02 “RECREATIONAL VEHICLE PARKS” OF THE UNIFORM LAND DEVELOPMENT CODE; CHANGING THE BUFFERING REQUIREMENT FROM A MASONRY WALL TO A SOLID FENCE; REPEALING ALL ORDINANCES IN CONFLICT THEREWITH; PROVIDING A BUSINESS IMPACT ESTIMATE, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE. – **DISCUSSION PURPOSES ONLY**
3. **CivilSurv Professional Engineering Services Proposal – The Landings at Mt. Olive – Phase 2 Construction Inspection**
4. **738 1ST Street Lien Reduction/Waiver Application**
5. **426 Bascom Court Lien Reduction/Waiver Application**

CITY MANAGER ITEMS

CITY ATTORNEY ITEMS

COMMISSIONER ITEMS

Vice Mayor Charles Nichols
Commissioner Micheal T. Blethen
Commissioner Rick Wilson
Commissioner Michelle Pettit
Mayor Joe LaCascia

ANNOUNCEMENTS

ADJOURNMENT

CONSENT AGENDA
January 21, 2025

MAY ALL BE APPROVED BY ONE VOTE OF COMMISSION TO ACCEPT CONSENT AGENDA. Commission Members may remove a specific item below for discussion and add it to the Regular Agenda under New or Unfinished Business, whichever category best applies to the subject.

A. CITY CLERK

1. December 17, 2024 – Regular City Commission Meeting

B. REPORTS

1. Building Permits Report – December 2024
2. Code Enforcement Report – N/A
3. Financial Report – December 2024
4. Library Report – December 2024
5. Polk Sheriff's Report – December 2024
6. Public Works/Utilities Report – December 2024
7. Utility Billing Report – December 2024

C. OTHER

**City Commission Meeting
January 21, 2025**

CONSENT AGENDA ITEM: Accept minutes for:

December 17, 2024 – Regular City Commission Meeting

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE: Minutes attached for review and approval

ATTACHMENT:

December 17, 2024 – Regular City Commission Meeting

ANALYSIS: N/A

STAFF RECOMMENDATION: Approval of Minutes

CITY COMMISSION MINUTES
December 17, 2024

Mayor LaCascia called the meeting to order at 6:00 pm.

Pastor Walter Lawlor, New Life Community Church, gave the invocation.

Those present recited the Pledge of Allegiance led by Mayor LaCascia.

ROLL CALL – Assistant City Manager Sheandolen Dunn

Present: Mayor Joe LaCascia, Commissioner Rick Wilson, Vice Mayor Charles Nichols, City Attorney Thomas Cloud and City Manager Patricia Jackson

Absent: Commissioner Michelle Pettit, Commissioner Micheal T. Blethen

APPROVE CONSENT AGENDA

Motion by Vice Mayor Nichols to approve the November 19, 2024 Regular City Commission Meeting, Department Reports, and other items on the Consent Agenda; this motion was seconded by Commissioner Wilson.

Motion carried 3/0 by Voice Vote.

PUBLIC COMMENT - None

ORDER OF BUSINESS

Ordinance 2024-08

Jennifer Codo-Salisbury provided a brief presentation on this item, which is an ORDINANCE OF THE CITY COMMISSION OF THE POLK CITY, FLORIDA; VOLUNTARILY ANNEXING PROPERTY INTO THE CORPORATE LIMITS OF POLK CITY, FLORIDA, PURSUANT TO SECTION 171.044, FLORIDA STATUTES; AMENDING THE CITY BOUNDARY TO INCLUDE SAID PROPERTY; PROVIDING FINDINGS; PROVIDING FOR NOTICE BY PUBLICATION OF THE PROPOSED ANNEXATION; FILING A CERTIFIED COPY OF THIS ORDINANCE AS PROVIDED BY LAW; PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

City Attorney Cloud read this Ordinance by title only.

After lengthy discussion, this item was tabled.

Resolution 2024-05

A RESOLUTION OF THE CITY OF POLK CITY, GRANTING A VARIANCE TO THE REQUIREMENT FOR A SIX-FOOT MASONRY WALL ALONG THE PROPERTY LINES OF THE PROPERTY FOR THE PROPOSED RECREATIONAL VEHICLE PARK TO BE LOCATED AT 425 AND 405 CITRUS GROVE BOULEVARD, POLK CITY TO PERMIT A SIX-FOOT VYNAL PRIVACY FENCE COUPLED WITH A VEGETATION BUFFER (PARCEL ID# 252633-296500-115010, 252632-00000-013020, AND 252633-296500-116000).

This item was tabled.

Voyles Loop Lift Station Construction Services Agreement with Odom Contracting

City Manager Jackson discussed during the October 15, 2024 City Commission Meeting, the City Commission rejected a bid that came in from the Hinterland Group in the amount of \$394,760.

The City Commission approved her to negotiate a contract with Odom Contracting not to exceed \$275,000 in the amount. However, because this item does exceed \$275,000, it is being brought to the City Commission for approval.

Staff recommended approval of the Odom Contracting Construction Services Agreement in the amount of \$288,300.

Motion by Vice Mayor Nichols to approve the Odom Contracting Construction Services Agreement for the Voyles Loop Lift Station Project in the amount of \$288,300; this motion was seconded by Commissioner Wilson.

Motion carried 3/0 by Voice Vote.

Request for Proposal of an Independent Auditor – To Be Ratified

City Manager Jackson discussed during the November City Commission Meeting, this item was on the Meeting Agenda with lengthy discussion. However, it did not receive any kind of official vote. Therefore, we need to ratify this item with a proper vote in order to proceed with advertising for Tuesday, December 17, 2024.

Staff requested approval of the RFP for an Independent Auditor.

Motion by Vice Mayor Nichols to approve the RFP for an Independent Auditor; this motion was seconded by Commissioner Wilson.

Motion carried 3/0 by Voice Vote.

CITY MANAGER ITEMS

Parking Lot of City Hall and Activity Center – Will be sealcoated and stripped on December 23 and 24, 2024.

FDEP Consent Order – Continuing with projects as well as the Force Main on Mount Olive Road.

Holiday Closings – All City facilities will be closed the week of Christmas.

Tennis/Basketball Courts – In the process of getting quotes for resurfacing. Also, will be putting down matting. The courts will also be used for Pickle Ball.

Jacobs Water Plant – Parts have been ordered for the interconnect.

Speed Humps – Will be ordering additional speed humps and one is designated for Palmetto.

CITY ATTORNEY ITEMS

City Attorney Cloud provided a brief history of his time with Polk City. He and his wife have moved to Virginia, but he is still working for Gray Robinson; and will continue with Polk City through the conclusion of the Consent Order. However, Attorney Kristie Hatcher-Bolin will be attending most of the Commission Meetings and will work alongside him in moving projects along for Polk City.

City Attorney Cloud discussed **PFM Financial Advisors** and encouraged the City Commission to move forward in approving an agreement for Municipal Utilities Financial Advising. Polk City is obligated by the FDEP Consent Order to have a Financial Advisor for the Utilities.

Motion by Commissioner Wilson to approve the City Manager moving forward with PFM Financial Advisors Agreement; this motion was seconded by Vice Mayor Nichols.

Motion carried 3/0 by Voice Vote.

COMMISSIONER ITEMS

Vice Mayor Nichols – Happy Holidays

Commissioner Wilson – Happy Holidays. Thanked City Attorney Cloud for his work with Polk City.

Mayor LaCascia – Happy Holidays

ANNOUNCEMENTS - None

ADJOURNMENT – 7:00 pm

Patricia Jackson, City Manager

Joe LaCascia, Mayor

**City Commission Meeting
January 21, 2025**

CONSENT AGENDA ITEM: Department Monthly Reports

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE: Department Reports attached for review and approval.

ATTACHMENTS:

Monthly Department Reports for:

1. Building Permits Report – N/A
2. Code Enforcement Report – N/A
3. Financial Report – December 2024
4. Library Report – December 2024
5. Polk Sheriff's Report – December 2024
6. Public Works/Utilities Report – December 2024
7. Utility Billing Report – December 2024

ANALYSIS:

STAFF RECOMMENDATION: Approval of Department Reports via Consent Agenda

Polk City Permits Added

From: 12/01/24 To: 12/31/2024

ELECTRICAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2024-19440	416 1ST ST, POLK CITY, FL 33868	1,500.00	12/02/2024
BT-2024-19699	8728 MICMAC CT, POLK CITY, FL 33868	24,292.00	12/05/2024
BT-2024-20088	8906 N HWY 33 POLK CITY, FL 33868	36,000.00	12/10/2024
BT-2024-20239	411 ASHLEY RD, POLK CITY, FL 33868	47,247.00	12/12/2024
Subtotal:		\$109,039.00	

FENCE WALL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2024-20380	444 NOLANE LN, POLK CITY, FL 33868	5,596.00	12/16/2024
Subtotal:		\$5,596.00	

MECHANICAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2024-19460	435 EDGEWATER DR, POLK CITY, FL 33868	12,088.00	12/03/2024
BT-2024-19703	8723 HINSDALE HEIGHTS DR, POLK CITY, FL 33868	6,619.32	12/05/2024
Subtotal:		\$18,707.32	

PLUMBING

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2024-19786	212 S CITRUS GROVE BLVD, POLK CITY, FL 33868	4,900.00	12/06/2024
Subtotal:		\$4,900.00	

RE-ROOF

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2024-19600	775 TEABERRY TRL, POLK CITY, FL 33868	23,650.00	12/04/2024
BT-2024-19808	610 GORDON RD, POLK CITY, FL 33868	22,080.00	12/06/2024
BT-2024-19989	423 ASHLEY RD, POLK CITY, FL 33868	22,010.00	12/09/2024
BT-2024-20266	556 ASHLEY RD, POLK CITY, FL 33868	12,600.00	12/12/2024
BT-2024-20297	733 MEANDERING WAY, POLK CITY, FL 33868	14,975.00	12/13/2024
BT-2024-20509	425 HONEY BEE LN, POLK CITY, FL 33868	10,200.00	12/16/2024
Subtotal:		\$105,515.00	

RESIDENTIAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BR-2024-10268	110 BAYBERRY DR, POLK CITY, FL 33868	4,588.00	12/31/2024
BR-2024-9751	110 BAYBERRY DR, POLK CITY, FL 33868	12,966.00	12/10/2024
BR-2024-9896	416 HONEY BEE LN, POLK CITY, FL 33868	6,193.00	12/16/2024

Subtotal: \$28,311.00

Grand Total: \$272,068.32

2 SFA to date
Kathy help

CITY OF POLK CITY
Simple Balance Sheet

For Fiscal Year: 2025 thru Month: Dec
Fund: 01 OPERATING FUND

Account Number	Account Title	Ending Bal	Net Amount
01-101-100	Cash - Checking	3,927,046.91	
01-101-990	Library Van Fleet Cycling Challenge	859.09	
01-101-995	City Centennial	16,900.00	
01-102-100	Cash on Hand	875.00	
01-115-100	Accounts Receivable - Utilities	2,031.54	
01-115-120	Accounts Receivable - Local Bus Licenses	3,540.00	
01-115-200	Accounts Receivable - Year End	236,930.37-	
01-117-100	Allowance for Bad Debt	131.83-	
01-131-500	Due from Enterprise Fund	31,844.15-	
01-133-100	Due From Other Governmental Units	55,408.15	
01-133-101	Due from Others (Franchise & Public Serv. Tax)	59,124.23	
01-151-100	Investments - FL SAFE GF	1,239,889.20	
01-151-902	Investments - FL SAFE GF Reserves	87,653.43	
01-153-302	Restricted Cash - New Local Opt Gas Tax	384,571.78	
01-155-100	Prepaid Expenses	12,327.76	
01-160-902	Reserve Account	100,000.59	
01-160-903	Reserve Acct - Emergencies & Contingency	62,924.00	
	** TOTAL ASSET**		5,684,245.33
01-202-100	Accounts Payable	71,036.46-	
01-202-200	Accounts Payable - Year End	69,274.28	
01-202-900	Customer Deposits	8,110.00	
01-202-950	Other Deposits	150,000.00	
01-208-300	Due to County - Impact Fees	18,416.96	
01-208-310	Due to DCA - Bldg Permit Surcharge	109.09	
01-208-320	Due to Dept of Business - License Fees	0.50-	
01-208-330	Due to PCSO - Police Education Revenue	0.58	
01-217-200	Accrued Sales Tax	287.60	
01-218-100	Payroll Taxes Payable	11,684.99	
01-218-200	FRS Retirement Payable	20,521.19	
01-218-300	Health Plan Payable	878.54	
01-218-320	Supplemental Insurance Payable	1,352.27	
01-218-400	Dental Plan Payable	29.02	
01-218-410	Vision Plan Payable	756.59	
01-218-700	ICMA-RC	142.50	
	** TOTAL LIABILITY**		210,526.65
01-243-100	Encumbrances Placed	1,845.00	
01-245-100	Reserved for Encumbrances	1,845.00-	
	** TOTAL ENCUMBRANCE**		0.00
01-271-100	Fund Balance Unreserved	5,092,961.94	
	** TOTAL EQUITY**		5,092,961.94
	** TOTAL REVENUE**		1,255,050.10
	** TOTAL EXPENSE**		874,293.36
	TOTAL LIABILITY AND EQUITY		5,684,245.33

CITY OF POLK CITY
DECEMBER 2024 MONTHLY FINANCIALS

GENERAL FUND REVENUES
25.00 % Yr Complete For Fiscal Year: 2025 / 12

G/L ACCOUNT	DESCRIPTION	2024 PRIOR YR REVENUE	2024 ANTICIPATED REVENUE	2025 ANTICIPATED REVENUE	ADJ ANTICIPATED	2025 CURRENT REVENUES	2025 YTD REVENUE	2025 (EXCESS)/DEFICIT	2025 PERCENTAGE REALIZED
01-311-100	AD VALOREM TAXES	1,338,950.73	1,399,548.00	1,399,548.00	1,399,548.00	735,510.62	892,543.78	507,004.22	63.77 %
01-312-300	9th Cent Gas Tax	17,418.69	18,801.00	18,801.00	18,801.00	0.00	0.00	18,801.00	0.00 %
01-312-400	Local Option Gas Tax	106,239.92	108,748.00	108,748.00	108,748.00	9,481.31	18,541.96	90,206.04	17.05 %
01-312-410	New Local Option Gas Tax	68,017.72	69,118.00	69,118.00	69,118.00	5,882.81	11,082.14	58,035.86	16.03 %
01-314-100	Electric - Utility Tax	148,047.40	129,331.00	129,331.00	129,331.00	11,748.48	24,591.72	104,739.28	19.01 %
01-314-300	Water - Utility Tax	78,777.75	78,000.00	78,000.00	78,000.00	7,860.58	14,261.05	63,738.95	18.28 %
01-314-301	Water - Utility Tax - Readiness to Se	1,153.69	6,212.00	6,212.00	6,212.00	0.00	0.00	6,212.00	0.00 %
01-314-400	Gas - Utility Tax	31,735.49	23,948.00	23,948.00	23,948.00	2,333.12	5,395.66	18,552.34	22.53 %
01-315-100	Communications Services Tax	141,054.64	170,189.00	170,189.00	170,189.00	13,123.92	24,628.98	145,560.02	14.47 %
01-316-100	Local Business Licenses	13,489.43	7,100.00	7,100.00	7,100.00	0.00	2,886.00	4,214.00	40.65 %
01-316-102	County Business Tax	2,283.09	775.00	775.00	775.00	72.16	258.43	516.57	33.35 %
01-316-103	FLC Delinquent Bus. Tax Program	330.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-322-100	Building Permits	21,705.03	35,000.00	35,000.00	35,000.00	1,246.05	3,470.74	31,529.26	9.92 %
01-322-101	Bidg Permit - Plan Checking	15,703.56	15,000.00	15,000.00	15,000.00	241.00	890.75	14,109.25	5.94 %
01-322-102	Bidg Permit - Admin Fee	3,106.00	4,000.00	4,000.00	4,000.00	380.00	980.00	3,020.00	24.50 %
01-322-103	Bidg Permit - Electrical	3,825.00	5,000.00	5,000.00	5,000.00	500.00	1,200.00	3,800.00	24.00 %
01-322-104	Bidg Permit - Plumbing	1,500.00	3,700.00	3,700.00	3,700.00	250.00	575.00	3,125.00	15.54 %
01-322-105	Bidg Permit - Mechanical	3,375.00	4,700.00	4,700.00	4,700.00	250.00	875.00	3,825.00	18.52 %
01-322-107	Bidg Permit - Cert of Occupancy	480.00	480.00	480.00	480.00	90.00	90.00	390.00	18.75 %
01-322-108	Bidg Permit - Inspections	41,113.34	212,170.00	212,170.00	212,170.00	3,625.00	39,015.00	173,155.00	18.39 %
01-323-100	Electric	97,846.19	58,000.00	58,000.00	58,000.00	0.00	0.00	58,000.00	0.00 %
01-323-300	Solid Waste	62,336.41	56,699.00	56,699.00	56,699.00	0.00	0.00	56,699.00	0.00 %
01-329-220	Site Plan Reviews	2,825.00	1,650.00	1,650.00	1,650.00	300.00	300.00	1,350.00	18.18 %
01-329-300	Permit - Alcohol Use	0.00	0.00	0.00	0.00	0.00	50.00	(50.00)	0.00 %
01-331-401	FEMA Federal Reimb. - Ian 2022	68,265.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-331-402	FEMA Federal Reimb. - Idalia 2023	0.00	0.00	0.00	0.00	0.00	428.25	(428.25)	0.00 %
01-334-402	FEMA State Reimb. - Idalia 2023	10,183.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-335-120	MRS - State Sales Tax	105,576.32	105,093.00	105,093.00	105,093.00	7,622.59	24,296.00	80,797.00	23.12 %
01-335-122	SRS - 8th Cent. Motor Fuel Tax	22,951.42	23,069.00	23,069.00	23,069.00	1,673.25	5,333.25	17,735.75	23.12 %
01-335-140	Mobile Home License	8,021.19	5,636.00	5,636.00	5,636.00	1,510.48	2,259.34	3,376.66	40.09 %
01-335-150	Alcoholic Beverage License	1,027.83	1,125.00	1,125.00	1,125.00	0.00	0.00	1,125.00	0.00 %
01-335-180	Half-Cent Sales Tax	235,058.62	227,446.00	227,446.00	227,446.00	18,393.43	35,087.13	192,358.87	15.43 %
01-337-100	Library Coop Funding	48,161.10	48,161.00	48,161.00	48,161.00	0.00	0.00	48,161.00	0.00 %
01-340-400	Solid Waste	538,705.77	485,397.00	485,397.00	485,397.00	48,710.11	93,927.18	391,469.82	19.35 %
01-340-700	Stormwater Utility Fees	36,976.92	36,177.00	36,177.00	36,177.00	3,100.66	6,197.82	29,979.18	17.13 %
01-344-900	FDOT Maintenance Agreement	18,036.33	16,304.00	16,304.00	16,304.00	4,509.06	4,509.06	11,794.94	27.66 %
01-347-100	Library Income	3,964.32	5,500.00	5,500.00	5,500.00	223.80	1,471.04	4,028.96	26.75 %
01-351-200	Police Fines, Penalties, and Forfeitu	11,769.91	9,000.00	9,000.00	9,000.00	290.58	290.58	8,709.42	3.23 %
01-351-300	Code Enforcement Fines	76,357.72	0.00	0.00	0.00	0.00	32.95	(32.95)	0.00 %

CITY OF POLK CITY
DECEMBER 2024 MONTHLY FINANCIALS

GENERAL FUND REVENUES
25.00 % Yr Complete For Fiscal Year: 2025 / 12

G/L ACCOUNT	DESCRIPTION	2024 PRIOR YR REVENUE	2024 ANTICIPATED REVENUE	2025 ANTICIPATED REVENUE	ADJ ANTICIPATED	2025 CURRENT REVENUE	YTD REVENUE	2025 (EXCESS)/DEFICIT	2025 PERCENTAGE REALIZED
01-359-100	Other Fines and/or Forfeitures	130.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-359-300	Late Fees	207.00	250.00	250.00	250.00	31.50	210.50	39.50	84.20 %
01-361-100	Interest Income	3,499.10	7,450.00	7,450.00	7,450.00	0.00	19.41	7,430.59	0.26 %
01-361-200	Interest/Dividends - FL SAFE	68,634.14	42,000.00	42,000.00	42,000.00	5,243.73	15,941.70	26,058.30	37.96 %
01-362-100	Activity Center Rentals	4,800.00	4,400.00	4,400.00	4,400.00	400.00	1,650.00	2,750.00	37.50 %
01-362-200	Donald Bronson Community Center Renta	10,650.00	5,350.00	5,350.00	5,350.00	1,150.00	3,450.00	1,900.00	64.49 %
01-365-100	Sales of Surplus Property	2,280.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-366-100	Private Donations	0.00	0.00	0.00	0.00	40.00	40.00	(40.00)	0.00 %
01-366-101	Private Donations - Christmas	400.00	1,000.00	1,000.00	1,000.00	0.00	500.00	500.00	50.00 %
01-366-102	Private Donations - Halloween	500.00	1,000.00	1,000.00	1,000.00	0.00	250.00	750.00	25.00 %
01-366-105	PRIVATE DONATIONS - CITY CENTENNIAL	5,875.00	3,000.00	3,000.00	3,000.00	6,415.00	11,575.00	(8,575.00)	385.83 %
01-366-110	Private Donations - Library	0.00	0.00	0.00	0.00	0.00	62.00	(62.00)	0.00 %
01-369-100	Misc. Income	2,292.26	500.00	500.00	500.00	0.22	180.07	319.93	36.01 %
01-369-101	Misc Income - Copies and Faxes	0.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-369-102	Misc Income - Collection Allowance	2,211.56	3,000.00	3,000.00	3,000.00	45.98	380.66	2,619.34	12.69 %
01-369-104	NSF FEES	0.00	0.00	0.00	0.00	0.00	30.00	(30.00)	0.00 %
01-369-160	Misc Income - Deputy Rental Coverage	0.00	0.00	0.00	0.00	0.00	1,029.00	(1,029.00)	0.00 %
01-369-400	Insurance Proceeds	6,897.16	0.00	0.00	0.00	4,072.00	4,072.00	(4,072.00)	0.00 %
01-369-500	Refund of State Gas Tax	1,606.75	0.00	0.00	0.00	190.95	190.95	(190.95)	0.00 %
01-381-900	Cash Carry Forward	0.00	150,000.00	150,000.00	150,000.00	0.00	0.00	150,000.00	0.00 %
DEPARTMENT TOTALS		3,496,354.31	3,589,027.00	3,589,027.00	3,589,027.00	896,518.39	1,255,050.10	2,333,976.90	34.97 %

CITY OF POLK CITY
 DECEMBER 2024 MONTHLY FINANCIALS

General Fund Expenditures
 25.00 % Yr Complete For Fiscal Year: 2025 / 12

G/L ACCOUNT	DESCRIPTION	2024 ACTUALS	2025 ADOPTED BUDGET	2025 ADJ BUDGET	2025 WTD EXPENSES	2025 YTD EXPENSES	2025 AVAIL BUDGET	PERCENTAGE REALIZED
LEGISLATIVE								
01-511-120	Regular Salary - Wages - Legislative	12,300.00	18,000.00	18,000.00	1,800.00	5,400.00	12,600.00	30.00 %
01-511-160	Bonuses and Gift Certificates - Legis	2,707.10	2,708.00	2,708.00	0.00	2,707.10	0.90	99.97 %
01-511-210	Fica Taxes - Legislative	1,148.03	1,792.00	1,792.00	137.70	620.20	1,171.80	34.61 %
01-511-240	Worker's Compensation - Legislati	34.30	23.00	23.00	0.00	0.00	23.00	0.00 %
01-511-400	Travel and Training - Legislative	60.00	4,000.00	4,000.00	47.93	47.93	3,952.07	1.20 %
01-511-405	TRAINING - LEGISLATIVE	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-511-408	Meeting Expense Allowance - Legislati	210.00	500.00	500.00	0.00	60.00	440.00	12.00 %
01-511-470	Printing and Reproduction - Legislati	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-511-480	Promo Activities & Legal Ads - Legisl	1,790.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-511-490	Other Current Charges - Legislative	270.49	1,000.00	1,000.00	0.00	945.75	54.25	94.58 %
01-511-510	Office Supplies - Legislative	0.00	300.00	300.00	0.00	0.00	300.00	0.00 %
01-511-520	Operating Supplies - Legislative	85.84	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-511-525	Uniforms - Legislative	0.00	800.00	800.00	0.00	156.48	643.52	19.56 %
01-511-540	Books, Pub., Sub., & Memberships - Le	4,198.76	4,500.00	4,500.00	785.00	3,035.00	1,465.00	67.44 %
DEPARTMENT TOTAL		22,804.52	40,123.00	40,123.00	2,770.63	12,972.46	27,150.54	32.33 %
EXECUTIVE								
01-512-120	Regular Salary - Wages - Executive	213,995.72	245,644.00	245,644.00	18,960.60	64,789.01	180,854.99	26.38 %
01-512-130	Other Salaries and Wages - Executive	4,800.12	4,800.00	4,800.00	369.24	1,292.34	3,507.66	26.92 %
01-512-140	Overtime - Executive	0.00	0.00	0.00	0.00	5,407.53	(5,407.53)	0.00 %
01-512-160	Premium Pay and Non Merit Pay - Execu	37,899.32	41,148.00	41,148.00	0.00	43,313.47	(2,165.47)	105.26 %
01-512-210	Fica Taxes - Executive	20,730.83	25,454.00	25,454.00	1,464.03	8,807.40	16,646.60	34.60 %
01-512-220	Retirement Contribution - Executive	62,116.69	66,455.00	66,455.00	5,120.79	19,244.97	47,210.03	28.96 %
01-512-230	Life & Health Insurance - Executive	13,352.65	16,707.00	16,707.00	1,389.41	4,168.23	12,538.77	24.95 %
01-512-240	Worker's Compensation - Executive	510.20	270.00	270.00	0.00	0.00	270.00	0.00 %
01-512-400	Travel Expenses - Executive	2,505.32	5,000.00	5,000.00	299.76	299.76	4,700.24	6.00 %
01-512-405	Training - Executive	574.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
01-512-408	Meeting Expense Allowance - Executive	428.22	1,500.00	1,500.00	60.00	150.00	1,350.00	10.00 %
01-512-410	Communication Services - Executive	592.43	900.00	900.00	107.30	206.86	693.14	22.98 %
01-512-470	Printing and Reproduction - Executive	7,299.07	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
01-512-480	Promo Activities & Legal Ads - Execut	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-512-490	Other Current Charges - Executive	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-512-492	Recording & Other Fees - City Clerk	2,500.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %

CITY OF POLK CITY
DECEMBER 2024 MONTHLY FINANCIALS

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General Fund Expenditures
25.00 % Yr Complete For Fiscal Year: 2025 / 12

G/L ACCOUNT	DESCRIPTION	2024 ACTUALS	2025 ADOPTED BUDGET	2025 ADJ BUDGET	2025 MTD EXPENSES	2025 YTD EXPENSES	2025 AVAIL BUDGET	2025 PERCENTAGE REALIZED
01-512-510	Office Supplies - Executive	635.01	1,500.00	1,500.00	16.56	147.87	1,352.13	9.86 %
01-512-520	Operating Supplies - Executive	155.15	1,000.00	1,000.00	33.88	33.88	966.12	3.39 %
01-512-540	Books, Pub., Sub., & Memberships - Ex	1,226.11	2,000.00	2,000.00	220.00	8,372.31	(6,372.31)	418.62 %
DEPARTMENT TOTAL		369,320.84	427,878.00	427,878.00	28,041.57	156,233.63	271,644.37	36.51 %
=====								
LEGAL COUNSEL								
01-514-310	Professional Services - Legal Counsel	45,144.45	65,000.00	65,000.00	4,539.67	6,239.67	58,760.33	9.60 %
01-514-480	Promo Activities & Legal Ads - Legal	8,863.98	11,000.00	11,000.00	0.00	3,174.21	7,825.79	28.86 %
DEPARTMENT TOTAL		54,008.43	76,000.00	76,000.00	4,539.67	9,413.88	66,586.12	12.39 %
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COMPREHENSIVE PLANNING								
01-515-310	Professional Services - Comp Planning	35,000.00	35,000.00	35,000.00	8,750.00	8,750.00	26,250.00	25.00 %
DEPARTMENT TOTAL		35,000.00	35,000.00	35,000.00	8,750.00	8,750.00	26,250.00	25.00 %
=====								
FINANCE AND ACCOUNTING								
01-516-120	Regular Salary - Wages - Fin & Acctng	101,788.04	112,679.00	112,679.00	9,292.50	30,982.50	81,696.50	27.50 %
01-516-130	Other Salaries and Wages - Finance	0.00	0.00	0.00	0.00	19.63	(19.63)	0.00 %
01-516-140	Overtime - Fin & Acctng	374.62	578.00	578.00	190.58	2,543.48	(1,965.48)	440.05 %
01-516-210	Fica Taxes - Fin & Acctng	5,705.88	8,620.00	8,620.00	600.84	2,132.07	6,487.93	24.73 %
01-516-220	Retirement Contribution - Fin & Acctn	14,452.06	15,358.00	15,358.00	1,292.54	4,572.26	10,785.74	29.77 %
01-516-230	Life & Health Insurance - Fin & Acctn	25,521.37	31,780.00	31,780.00	2,648.33	7,923.07	23,856.93	24.93 %
01-516-240	Worker's Compensation - Fin & Acc	246.18	124.00	124.00	0.00	0.00	124.00	0.00 %
01-516-310	Professional Services - Fin & Acctng	2,000.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
01-516-400	Travel Expenses - Fin & Acctng	1,205.80	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
01-516-405	Training - Finance	499.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-516-410	Communication Services - Fin & Acctng	318.35	850.00	850.00	24.89	74.67	775.33	8.78 %
01-516-470	Printing and Reproduction - Fin & Acc	125.72	750.00	750.00	0.00	0.00	750.00	0.00 %

CITY OF POLK CITY
DECEMBER 2024 MONTHLY FINANCIALS

General Fund Expenditures
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G/L ACCOUNT	DESCRIPTION	2024 ACTUALS	2025 ADOPTED BUDGET	2025 ADJ BUDGET	2025 MTD EXPENSES	2025 YTD EXPENSES	2025 AVAIL BUDGET	2025 PERCENTAGE REALIZED
01-516-510	Office Supplies - Fin & Acctng	756.19	1,000.00	1,000.00	10.89	10.89	989.11	1.09 %
01-516-520	Operating Supplies - Fin & Acctng	424.13	3,000.00	3,000.00	110.42	110.42	2,899.58	3.68 %
01-516-540	Books, Pub., Sub., & Memberships - Fi	389.88	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
DEPARTMENT TOTAL		153,807.22	184,239.00	184,239.00	14,170.99	48,368.99	135,870.01	26.25 %
=====								
DEBT SERVICE								
01-517-710	Principal - CB&T Debt Service Pmts	88,006.63	91,177.00	91,177.00	0.00	22,569.53	68,607.47	24.75 %
01-517-720	Interest - CB&T Debt Service Pmts	31,803.89	28,634.00	28,634.00	0.00	7,383.10	21,250.90	25.78 %
DEPARTMENT TOTAL		119,810.52	119,811.00	119,811.00	0.00	29,952.63	89,858.37	25.00 %
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LAW ENFORCEMENT								
01-521-305	Contract Labor - Law Enf	109,647.00	111,840.00	111,840.00	0.00	27,960.00	83,880.00	25.00 %
01-521-310	Professional Services - Law Enf	87,854.75	108,000.00	108,000.00	6,793.00	23,144.00	84,856.00	21.43 %
01-521-640	Machinery & Equipment - Law Enf	5,700.00	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		203,201.75	219,840.00	219,840.00	6,793.00	51,104.00	168,736.00	23.25 %
=====								
BUILDING AND ZONING								
01-524-120	Regular Salary - Wages - Bldg & Zonin	106,624.15	115,244.00	115,244.00	8,950.21	31,357.39	83,886.61	27.21 %
01-524-140	Overtime - Bldg & Zoning	74.86	623.00	623.00	188.64	2,086.98	(1,463.98)	334.99 %
01-524-210	Fica Taxes - Bldg & Zoning	8,328.97	8,864.00	8,864.00	686.33	2,513.72	6,350.28	28.36 %
01-524-220	Retirement Contribution - Bldg & Zoni	15,045.48	15,793.00	15,793.00	1,245.63	4,558.46	11,234.54	28.86 %
01-524-230	Life & Health Insurance - Bldg & Zoni	27,445.56	31,956.00	31,956.00	2,662.18	7,986.54	23,969.46	24.99 %
01-524-240	Worker#39;s Compensation - Bldg & Zo	2,485.74	1,806.00	1,806.00	0.00	0.00	1,806.00	0.00 %
01-524-310	Professional Services - Bldg & Zoning	81,366.48	250,000.00	250,000.00	15,365.00	29,470.25	220,529.75	11.79 %
01-524-311	Engineering Services - Bldg & Zoning	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-524-405	Training - Building	60.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-524-510	Office Supplies - Bldg & Zoning	289.81	300.00	300.00	0.00	0.00	300.00	0.00 %

CITY OF POLK CITY
DECEMBER 2024 MONTHLY FINANCIALS

General Fund Expenditures
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G/L ACCOUNT	DESCRIPTION	2024 ACTUALS	2025 ADOPTED BUDGET	2025 ADJ BUDGET	2025 MTD EXPENSES	2025 YTD EXPENSES	2025 AVAIL BUDGET	2025 PERCENTAGE REALIZED
01-524-520	Operating Supplies - Bldg & Zoning	300.00	400.00	400.00	0.00	0.00	400.00	0.00 %
01-524-540	Books, Pub., Sub., & Memberships - B1	148.32	300.00	300.00	0.00	0.00	300.00	0.00 %
DEPARTMENT TOTAL		242,169.37	426,286.00	426,286.00	29,097.99	77,973.34	348,312.66	18.29 %
CODE ENFORCEMENT								
01-529-120	Regular Salary - Wages - Code Enf	30,573.00	32,947.00	32,947.00	2,520.00	8,760.00	24,187.00	26.59 %
01-529-210	Fica Taxes - Code Enf	2,384.87	2,520.00	2,520.00	190.09	660.76	1,859.24	26.22 %
01-529-220	Retirement Contribution - Code Enf	4,295.20	4,491.00	4,491.00	343.48	1,194.00	3,297.00	26.59 %
01-529-230	Life & Health Insurance - Code Enf	(928.72)	167.00	167.00	14.24	42.72	124.28	25.58 %
01-529-240	Worker's Compensation - Code Enf	1,056.36	804.00	804.00	0.00	0.00	804.00	0.00 %
01-529-310	Professional Services - Code Enf	7,874.89	7,000.00	7,000.00	0.00	1,200.00	5,800.00	17.14 %
01-529-400	Travel Expenses - Code Enf	395.69	500.00	500.00	0.00	0.00	500.00	0.00 %
01-529-405	TRAINING - CODE ENFORCEMENT	710.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-529-410	Communication Services - Code Enf	295.86	500.00	500.00	37.29	111.87	388.13	22.37 %
01-529-510	Office Supplies - Code Enf	140.36	200.00	200.00	0.00	0.00	200.00	0.00 %
01-529-520	Operating Supplies - Code Enf	505.25	600.00	600.00	0.00	0.00	600.00	0.00 %
01-529-540	Books, Pub., Sub., & Memberships - Co	326.17	500.00	500.00	0.00	85.00	415.00	17.00 %
DEPARTMENT TOTAL		47,628.93	51,229.00	51,229.00	3,105.10	12,054.35	39,174.65	23.53 %
REFUSE/SANITATION								
01-534-341	Refuse Disposal - Residential - Refus	273,346.15	279,608.00	279,608.00	23,134.63	46,191.30	233,416.70	16.52 %
01-534-342	Refuse Disposal - Commercial - Refuse	133,349.70	160,053.00	160,053.00	12,722.02	35,671.96	124,381.04	22.29 %
DEPARTMENT TOTAL		406,695.85	439,661.00	439,661.00	35,856.65	81,863.26	357,797.74	18.62 %
STORMWATER								
01-538-310	PROFESSIONAL SERVICES - STORMWATER	4,475.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-538-311	Engineering Services - Stormwater	29,014.00	25,000.00	25,000.00	1,987.50	1,987.50	23,012.50	7.95 %

CITY OF POLK CITY
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General Fund Expenditures
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G/L ACCOUNT	DESCRIPTION	2024 ACTUALS	2025 ADOPTED BUDGET	2025 ADJ BUDGET	MTD EXPENSES	2025 YTD EXPENSES	2025 AVAIL BUDGET	2025 PERCENTAGE REALIZED
01-538-405	Training - Stormwater	876.00	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00 %
01-538-460	Repairs and Maintenance - Stormwater	3,343.88	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
01-538-492	Recording & Other Fees - Stormwater	0.00	250.00	250.00	0.00	0.00	250.00	0.00 %
01-538-540	Books, Pub., Sub., & Memberships - St	500.00	500.00	500.00	0.00	500.00	0.00	100.00 %
DEPARTMENT TOTAL								
		38,208.88	36,950.00	36,950.00	1,987.50	2,487.50	34,462.50	6.73 %
GENERAL GOV'T BUILDINGS								
01-539-310	Professional Services - Gen Gov't	36,431.22	30,000.00	30,000.00	1,252.29	6,896.64	23,103.36	22.99 %
01-539-312	Professional Services - Other - Gen G	0.00	0.00	0.00	0.00	105.00	(105.00)	0.00 %
01-539-411	City Hall - Communication - Gen Gov&#	10,795.73	10,000.00	10,000.00	2,527.07	5,146.78	4,853.22	51.47 %
01-539-414	Community Center-Communication-Gen Go	1,521.08	1,500.00	1,500.00	138.28	414.84	1,085.16	27.66 %
01-539-431	City Hall - Utilities - Gen Gov't	18,190.10	18,000.00	18,000.00	1,355.06	3,719.96	14,280.04	20.67 %
01-539-432	Activity Center - Utilities - Gen Gov	2,353.66	2,500.00	2,500.00	166.65	423.64	2,076.36	16.95 %
01-539-433	MULTI-PURPOSE BUILD - UTILITIES - GEN	2,905.51	3,000.00	3,000.00	220.31	554.80	2,445.20	18.49 %
01-539-434	Community Center-Utilities-Gen Gov	5,729.69	5,000.00	5,000.00	670.12	1,277.71	3,722.29	25.55 %
01-539-440	Rentals and Leases - Gen Gov't Bl	6,954.36	8,000.00	8,000.00	0.00	926.85	7,073.15	11.59 %
01-539-461	City Hall - Repairs & Maint - Gen Gov	80,487.05	28,000.00	28,000.00	0.00	6,923.59	21,076.41	24.73 %
01-539-462	Activity Center - Repairs & Maint - G	4,023.34	4,500.00	4,500.00	0.00	0.00	2,655.00	0.00 %
01-539-463	MUTIL-PURPOSE BUILD- REPAIRS & MAINT	4,611.76	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-539-464	Community Center-Repairs & Maint-Gen	9,378.57	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00 %
01-539-490	Other Current Charges - Gen Gov't	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-539-521	City Hall - Operating Supplies - Gen	7,629.44	10,000.00	10,000.00	184.23	933.95	9,066.05	9.34 %
01-539-522	Activity Center - Operating Supplies	1,581.38	1,750.00	1,750.00	32.22	253.14	1,496.86	14.47 %
01-539-523	Multi-Purpose Build - Operating Suppl	416.59	500.00	500.00	0.00	135.00	365.00	27.00 %
01-539-524	Community Center-Operating Supplies-G	1,608.28	2,000.00	2,000.00	53.25	195.25	1,804.75	9.76 %
01-539-531	Landscape Materials & supplies - Buil	815.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-539-631	City Hall - Improv. O/T Bldgs - Gen G	0.00	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00 %
01-539-641	City Hall - Mach. & Equipment - Gen G	6,704.77	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL								
		202,137.53	228,250.00	228,250.00	6,599.48	27,907.15	200,342.85	12.23 %
ROADS AND STREETS								

CITY OF POLK CITY
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General Fund Expenditures
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G/L ACCOUNT	DESCRIPTION	2024 ACTUALS	2025 ADOPTED BUDGET	2025 ADJ BUDGET	2025 MTD EXPENSES	2025 YTD EXPENSES	2025 AVAIL BUDGET	2025 PERCENTAGE REALIZED
01-541-120	Regular Salary - Roads & Stre	183,452.21	243,740.00	243,740.00	16,578.99	56,832.29	186,907.71	23.32 %
01-541-130	Other Salaries and Wages - Roads & St	400.66	0.00	0.00	30.00	124.65	(124.65)	0.00 %
01-541-140	Overtime - Roads & Streets	4,378.78	5,290.00	5,290.00	812.19	5,454.45	(164.45)	103.11 %
01-541-210	Fica Taxes - Roads & Streets	14,055.86	19,051.00	19,051.00	1,308.52	4,689.92	14,361.08	24.62 %
01-541-220	Retirement Contribution - Roads & Str	26,465.10	32,293.00	32,293.00	2,370.42	8,492.33	23,800.67	26.30 %
01-541-230	Life & Health Insurance - Roads & Str	55,772.70	79,466.00	79,466.00	5,975.08	15,390.02	64,075.98	19.37 %
01-541-240	WORKERS COMPENSATION - ROADS & STRE..	27,461.73	19,159.00	19,159.00	0.00	0.00	19,159.00	0.00 %
01-541-310	Professional Services - Roads & Street	78,343.30	25,000.00	25,000.00	239.60	1,629.65	23,370.35	6.52 %
01-541-311	Engineering Services - Roads & Street	16,795.29	10,000.00	10,000.00	2,348.40	2,463.40	7,536.60	24.63 %
01-541-400	Travel Expenses - Roads & Streets	68.68	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-541-405	Training - Streets	25.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-541-410	Communication Services - Roads & Stre	3,970.03	4,500.00	4,500.00	1,146.72	3,143.01	1,356.99	69.84 %
01-541-430	Utilities - Roads & Streets	26,557.21	25,000.00	25,000.00	2,246.46	4,677.31	20,322.69	18.71 %
01-541-440	Rentals and Leases - Roads & Streets	1,146.69	0.00	0.00	0.00	314.00	(314.00)	0.00 %
01-541-460	Repairs and Maintenance - Roads & Str	3,801.09	5,000.00	5,000.00	0.00	24.47	4,975.53	0.49 %
01-541-461	Repairs & Maintenance-Equipment - Roa	14,262.51	10,000.00	10,000.00	2,114.98	6,149.42	3,850.58	61.49 %
01-541-464	Vehicle Fuel - Roads & Streets	13,343.63	13,000.00	13,000.00	530.49	2,047.63	10,952.37	15.75 %
01-541-465	Vehicle Maintenance - Roads & Streets	3,720.49	6,000.00	6,000.00	882.65	882.65	5,117.35	14.71 %
01-541-466	Public Works/Utilities Facility - Rep	481.63	2,000.00	2,000.00	425.00	5,225.00	(3,225.00)	261.25 %
01-541-493	Equipment Rental - Roads & Streets	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-541-510	Office Supplies - Roads & Streets	151.62	500.00	500.00	0.00	0.00	500.00	0.00 %
01-541-520	Operating Supplies - Roads & Streets	5,379.23	6,227.00	6,227.00	347.30	1,018.37	5,208.63	16.35 %
01-541-524	Chemicals - Roads & Streets	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-541-530	Road Materials & Supplies - Roads & S	21,990.85	75,000.00	75,000.00	0.00	0.00	75,000.00	0.00 %
01-541-531	Landscape Materials & Supplies - Road	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
01-541-540	Books, Pub., Sub., & Memberships - Ro	751.81	600.00	600.00	0.00	0.00	600.00	0.00 %
01-541-630	Improvements Other than Building - Ro	1,139.78	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-541-640	Machinery & Equipment - Roads & Street	10,761.62	14,000.00	14,000.00	0.00	0.00	14,000.00	0.00 %
01-541-650	Construction in Progress - Roads & St	1,812.50	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		516,450.00	603,826.00	603,826.00	37,356.80	118,558.57	485,267.43	19.63 %
LIBRARY								
01-571-120	Regular Salary - Wages - Library	85,075.06	92,017.00	92,017.00	7,146.31	24,893.04	67,123.96	27.05 %
01-571-140	Overtime - Library	0.00	608.00	608.00	0.00	1,490.88	(882.88)	245.21 %
01-571-210	Fica Taxes - Library	6,640.40	7,086.00	7,086.00	536.64	1,983.19	5,102.81	27.99 %

CITY OF POLK CITY
DECEMBER 2024 MONTHLY FINANCIALS

General Fund Expenditures
25.00 % Yr Complete For Fiscal Year: 2025 / 12

G/L ACCOUNT	DESCRIPTION	2024 ACTUALS	2025 ADOPTED BUDGET	2025 ADJ BUDGET	2025 MTD EXPENSES	2025 YTD EXPENSES	2025 AVAIL BUDGET	2025 PERCENTAGE REALIZED
01-571-220	Retirement Contribution - Library	12,003.43	12,625.00	12,625.00	974.04	3,596.13	9,028.87	28.48 %
01-571-230	Life & Health Insurance - Library	25,180.82	31,821.00	31,821.00	2,651.78	7,955.34	23,865.66	25.00 %
01-571-240	Worker#39;s Compensation - Library	461.27	102.00	102.00	0.00	0.00	102.00	0.00 %
01-571-310	Professional Services - Library	7,123.26	5,500.00	5,500.00	197.50	730.30	4,769.70	13.28 %
01-571-312	Professional Services - Other - Libra	2,524.55	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-571-400	Travel Expenses - Library	24.30	600.00	600.00	0.00	0.00	600.00	0.00 %
01-571-405	Training - Library	0.00	700.00	700.00	0.00	0.00	700.00	0.00 %
01-571-410	Communication Services - Library	3,629.50	4,000.00	4,000.00	551.24	1,044.16	2,955.84	26.10 %
01-571-430	Utilities - Library	3,015.54	4,000.00	4,000.00	206.08	509.99	3,490.01	12.75 %
01-571-460	Repairs and Maintenance - Library	9,586.47	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
01-571-470	Printing and Reproduction - Library	0.00	300.00	300.00	0.00	0.00	300.00	0.00 %
01-571-480	Promo Activities & Legal Ads - Librar	0.00	2,600.00	2,600.00	0.00	0.00	2,600.00	0.00 %
01-571-490	Other Current Charges - Library	147.63	200.00	200.00	0.00	0.00	200.00	0.00 %
01-571-510	Office Supplies - Library	445.79	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-571-520	Operating Supplies - Library	2,810.85	3,000.00	3,000.00	46.74	213.90	2,786.10	7.13 %
01-571-531	Landscape Materials & Supplies - Libr	815.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-571-540	Books, Pub., Sub., & Memberships - Li	342.88	2,000.00	2,000.00	0.00	30.00	1,970.00	1.50 %
01-571-660	Books, Pub. & Library Materials - Libr	14,315.49	18,700.00	18,700.00	957.82	1,723.21	16,976.79	9.22 %
DEPARTMENT TOTAL		174,142.24	194,859.00	194,859.00	13,268.15	44,170.14	150,688.86	22.67 %
PARKS								
01-572-310	Professional Services - Parks	15,858.67	12,000.00	12,000.00	1,722.50	3,852.50	8,147.50	32.10 %
01-572-430	Utilities - Parks	14,423.74	16,000.00	16,000.00	640.62	1,709.12	14,290.88	10.68 %
01-572-440	Rentals and Leases - Parks	0.00	0.00	0.00	218.68	218.68	(218.68)	0.00 %
01-572-460	Repairs and Maintenance - Parks	4,336.56	6,000.00	6,000.00	206.49	3,416.49	2,583.51	56.94 %
01-572-493	Equipment Rental - Parks	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-572-520	Operating Supplies - Parks	2,021.38	2,500.00	2,500.00	0.00	285.23	2,214.77	11.41 %
01-572-630	Improvements Other than Building - Pa	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
DEPARTMENT TOTAL		36,640.35	47,000.00	47,000.00	2,788.29	9,482.02	37,517.98	20.17 %
SPECIAL EVENTS								

CITY OF POLK CITY
DECEMBER 2024 MONTHLY FINANCIALS

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General Fund Expenditures
25.00 % Yr Complete For Fiscal Year: 2025 / 12

G/L ACCOUNT	DESCRIPTION	2024 ACTUALS	2025 ADOPTED BUDGET	2025 ADJ BUDGET	2025 MTD EXPENSES	2025 YTD EXPENSES	2025 AVAIL BUDGET	2025 PERCENTAGE REALIZED
01-574-310	Professional Services - Spec Events	1,427.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
01-574-440	Rentals and Leases - Spec Events	50,311.30	52,500.00	52,500.00	0.00	43,848.60	8,651.40	83.52 %
01-574-470	Printing and Reproduction - Spec Even	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-574-480	Promo Activities & Legal Ads - Spec E	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-574-490	Other Current Charges - Spec Events	313.64	7,000.00	7,000.00	791.35	791.35	6,208.65	11.31 %
01-574-520	Operating Supplies - Spec Events	8,196.41	10,000.00	10,000.00	1,319.63	1,896.56	8,103.44	18.97 %
01-574-521	Operating Supplies - Centiniall 2025	5,010.97	100,000.00	100,000.00	0.00	3,946.21	96,053.79	3.95 %
DEPARTMENT TOTAL		65,259.32	176,000.00	176,000.00	2,110.98	50,482.72	125,517.28	28.68 %
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NON-DEPARTMENTAL								
01-590-310	Professional Services - Non-Dept	26,027.71	25,000.00	25,000.00	0.00	2,982.00	22,018.00	11.93 %
01-590-312	Professional Services - Other - Non-D	0.00	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
01-590-320	Accounting and Auditing - Non-Dept	20,682.42	30,000.00	30,000.00	0.00	1,416.52	28,583.48	4.72 %
01-590-440	Rentals and Leases - Non-Dept	3,087.46	5,500.00	5,500.00	387.75	758.29	4,741.71	13.79 %
01-590-450	Liability Insurance - Non-Dept	106,078.50	120,000.00	120,000.00	0.00	99,526.50	20,473.50	82.94 %
01-590-464	Vehicle Fuel - Non- Departmental	878.37	850.00	850.00	51.90	163.80	686.20	19.27 %
01-590-465	Vehicle Maintenance - Non-Departments	639.71	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
01-590-490	Other Current Charges - Non Dept	0.00	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00 %
01-590-510	Office Supplies - Non-Departmental	744.16	1,000.00	1,000.00	0.00	118.47	881.53	11.85 %
01-590-520	Operating Supplies - Non-Dept	10,501.05	10,000.00	10,000.00	736.17	2,212.12	7,787.88	22.12 %
01-590-521	Emergencies & Contingencies - Operati	1,012.84	40,150.00	40,150.00	0.00	18,935.76	21,214.24	47.16 %
01-590-525	Uniforms - Non Dept	4,833.93	4,750.00	4,750.00	187.32	855.64	3,894.36	18.01 %
01-590-528	Postage - Non-Dept	247.78	750.00	750.00	0.00	0.00	750.00	0.00 %
01-590-540	Books, Pub., Sub., & Memberships -NON	13,315.99	12,500.00	12,500.00	4,070.34	4,070.34	8,429.66	32.56 %
01-590-550	Pre-Employment Exam/Drug Test	0.00	800.00	800.00	0.00	0.00	800.00	0.00 %
01-590-551	Immunizations - Employees	922.00	600.00	600.00	180.00	372.00	228.00	62.00 %
01-590-552	DOT Testing	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-590-553	Employee Meeting/Awards	256.04	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-590-554	Employee Holiday Dinner	1,403.72	2,000.00	2,000.00	713.41	713.41	1,286.59	35.67 %
01-590-630	Improvements Other than Bldg - Non-De	6,350.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-590-940	Reserves - Unrestricted Reserves - No	0.00	5,382.00	5,382.00	0.00	0.00	5,382.00	0.00 %
01-590-991	Aids to Private Organizations - Non-D	1,000.00	3,000.00	3,000.00	500.00	500.00	2,500.00	16.67 %
01-590-992	Unemployment Claims - Non-Dept	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-590-996	Bad Debt - Non-Dept	(103.37)	850.00	850.00	(94.25)	(155.28)	1,005.28	(18.27) %
01-590-999	Other - Non-Operating Charges - Non-D	3,270.52	3,743.00	3,743.00	0.00	49.15	3,693.85	1.31 %

CITY OF POLK CITY
DECEMBER 2024 MONTHLY FINANCIALS

General Fund Expenditures
25.00 % Yr Complete For Fiscal Year: 2025 / 12

G/L ACCOUNT	DESCRIPTION	2024 ACTUALS	2025 ADOPTED BUDGET	2025 ADJ BUDGET	2025 MTD EXPENSES	2025 YTD EXPENSES	2025 AVAIL BUDGET	PERCENTAGE REALIZED
	DEPARTMENT TOTAL	201,146.83	282,075.00	282,075.00	6,732.64	132,518.72	149,556.28	46.98 %
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	General Fund Revenues Total	3,496,354.31	3,589,027.00	3,589,027.00	896,518.39	1,255,050.10	2,333,976.90	65.03%
	General Fund Expenditures Total	2,888,472.50	3,589,027.00	3,589,027.00	203,909.44	873,293.75	2,714,733.25	75.64%
	Total Revenue vs. Expenditures	607,881.73	0.00	0.00	692,598.95	380,756.35	-380,756.35	

CITY OF POLK CITY
Simple Balance Sheet

For Fiscal Year: 2025 thru Month: Dec
Fund: 05 ENTERPRISE FUND

Account Number	Account Title	Ending Bal	Net Amount
05-101-100	Cash - Checking	3,181,601.78	
05-101-913	DEP Loan - Sinking Fund	43,551.98	
05-101-916	US Bank - Sink Fund	382,289.63	
05-101-917	US Bank - Renewal & Replacement Series	205,524.29	
05-101-918	DEP Loan WW531400 - Sink Fund	492.59	
05-101-919	DEP Loan WW531402 - Sink Fund	7,157.56	
05-101-920	Cash - Customer Deposits	371,271.20	
05-101-930	Restricted Cash - Reclass	1,364,325.00	
05-101-936	FDEP 531402 Sinking Fund	11,917.80	
05-101-999	Restricted Class - Reclass	1,364,325.00-	
05-115-100	Accounts Receivable - Utilities	26,634.27	
05-115-130	Accounts Receivable - Readiness to Serve	23,935.72	
05-117-100	Allowance for Bad Debt	327.41-	
05-117-200	Allowance for Uncollectible A/R	38,370.95-	
05-151-100	Investments - FL SAFE EF	676,303.19	
05-151-902	Investments - FL SAFE EF Reserves	141,338.33	
05-155-300	Prepaid Insurance - Deferred Bond Series 2017	26,413.35	
05-159-100	Deferred Outflows - Related to Pension	121,152.22	
05-159-200	Deferred Outflows - Loss on Refunding	572,721.48	
05-160-902	Reserve Account	100,000.00	
05-160-903	Reserve Acct - Emergencies & Contingency	48,044.00	
05-161-900	Fixed Assets - Land	2,762,913.00	
05-164-100	Utility Plant in Service	16,625,958.21	
05-165-900	Acc.Dep. - Improvements Other than Build	5,469,060.53-	
05-166-900	Equipment & Furniture	968,701.15	
05-167-900	Accumulated Depreciation - Equipment	540,263.83-	
05-168-900	Furniture & Equip - Right to Use Leased Assets	9,972.92	
05-168-950	Accumulated Depreciation - Right to Use Lease	1,672.75-	
05-169-900	CIP - Construction Costs	95,333.71	
	** TOTAL ASSET**		20,353,532.91
05-202-100	Accounts Payable	30,238.51	
05-202-200	Accounts Payable - Year End	32,014.84	
05-202-900	Customer Deposits	371,271.20	
05-203-100	Accumulated Interest Payable	47,954.17	
05-203-600	SRF Loan WW51201P	1,539,866.35	
05-203-610	SRF Loan WW53140/SG531401 Effluent Disposal	28,753.70	
05-203-615	SRF Loan WW531402/SG531403	751,015.82	
05-203-710	US Bank 2017 Bond Note	7,135,000.00	
05-203-760	Right to Use Leased Assets	8,455.61	
05-203-910	Unamortized Bond Premiums - US Bank	426,208.06	
05-207-400	Due to General Fund	31,844.15-	
05-208-305	Taxes Payable	2,750.36-	
05-210-800	Compensated Absences - Current	8,874.81-	
05-223-100	Deferred Revenue	1,364,325.00	
05-225-100	Deferred Inflows - Related to Pension	19,359.90	
05-234-100	L-T-D - Current Portion	446,754.26	
05-234-901	Less: Current Portion of LTD	446,754.26-	
05-235-800	OPEB Liability	18,155.80	
05-235-900	Net Pension Liability	400,283.46	
	** TOTAL LIABILITY**		12,129,433.10
05-243-100	Encumbrances Placed	26,606.08	
05-245-100	Reserved for Encumbrances	26,606.08-	
	** TOTAL ENCUMBRANCE**		0.00

CITY OF POLK CITY
Simple Balance Sheet

For Fiscal Year: 2025 thru Month: Dec
Fund: 05 ENTERPRISE FUND

Account Number	Account Title	Ending Bal	Net Amount
05-250-100	Contributed Capital	598,715.40	
05-255-100	Change in Fund Balance	36,514.20	
05-271-100	Fund Balance Unreserved	6,969,286.97	
05-271-150	Fund Balance - Restatement	12,428.57-	
05-271-200	Net Asset Adjustment Account	10,071.23-	
05-272-100	Retained Earnings	734,552.82	
	** TOTAL EQUITY**		8,316,569.59
	** TOTAL REVENUE**		475,528.84
	** TOTAL EXPENSE**		567,998.62
	TOTAL LIABILITY AND EQUITY		20,353,532.91

CITY OF POLK CITY
DECEMBER 2024 MONTHLY FINANCIALS

ENTERPRISE FUND REVENUE
25.00 % Yr Complete For Fiscal Year: 2025 / 12

G/I ACCOUNT	DESCRIPTION	2024 PRIOR YR REVENUE	2025 ANTICIPATED REVENUE	2025 ANTICIPATED REVENUE	ADJ ANTICIPATED	2025 CURRENT REVENUE	2025 YTD REVENUE	2025 (EXCESS)/DEFICIT	2025 PERCENTAGE REALIZED
05-314-301	RIS - City 10% UTILITY	1,117.81	1,114.00	1,114.00		0.00	41.02	1,072.98	3.68 %
05-325-111	Connection Fee - Water - Cash Basis	11,695.77	77,000.00	77,000.00		1,059.32	2,779.25	74,220.75	3.61 %
05-325-210	Readiness to Serve Charge - Sewer	9,056.70	8,987.00	8,987.00		0.00	416.40	8,570.60	4.63 %
05-325-211	Readiness to Serve Charge - Water	11,176.86	11,143.00	11,143.00		0.00	410.16	10,732.84	3.68 %
05-329-200	Other Lic./Fees/Permits	752.28	600.00	600.00		68.64	472.28	127.72	78.71 %
05-340-300	Water Utility Revenue	1,344,959.69	1,340,938.00	1,340,938.00		126,603.71	227,275.86	1,113,662.14	16.95 %
05-340-500	Sewer Utility Revenue	1,309,610.24	1,350,516.00	1,350,516.00		113,414.31	215,865.30	1,134,650.70	15.98 %
05-359-100	Other Fines and/or Forfeitures	24,585.00	22,280.00	22,280.00		905.00	7,040.00	15,240.00	31.60 %
05-359-200	Non Sufficient Funds	2,105.00	1,733.00	1,733.00		575.00	700.00	1,033.00	40.39 %
05-359-300	Late Fees	25,158.00	20,860.00	20,860.00		2,194.50	6,793.50	14,066.50	32.57 %
05-361-200	Interest/Dividends - FL SAFE	42,272.19	42,132.00	42,132.00		3,229.64	9,818.57	32,313.43	23.30 %
05-369-100	Misc. Income	13,634.70	15,000.00	15,000.00		1,200.00	3,900.00	11,100.00	26.00 %
05-369-110	Customer Refund of Overpmts	(17,627.81)	3,500.00	3,500.00		0.00	0.00	3,500.00	0.00 %
05-369-113	Vendor Refund of Overpynt	750.00	0.00	0.00		0.00	0.00	0.00	0.00 %
05-369-700	Misc Income - Reimbursement - Invoice	0.00	0.00	0.00		0.00	16.50	(16.50)	0.00 %
05-381-900	CASH CARRY FORWARD - WATER/SEWER IMPR	0.00	250,000.00	250,000.00		0.00	0.00	250,000.00	0.00 %
05-381-901	Cash Carry Forward - AREPAL 8" Force M	0.00	565,896.00	565,896.00		0.00	0.00	565,896.00	0.00 %
05-381-902	Cash Carry Forward - AREPA2 Sewer Impr	0.00	682,163.00	682,163.00		0.00	0.00	682,163.00	0.00 %
DEPARTMENT TOTALS		2,779,246.43	4,393,862.00	4,393,862.00		249,250.12	475,528.84	3,918,333.16	10.82 %

CITY OF POLK CITY
DECEMBER 2024 MONTHLY FINANCIALS

Enterprise Fund Expenditures
25.00 % Yr Complete For Fiscal Year: 2025 / 12

G/L ACCOUNT	DESCRIPTION	2024 ACTUALS	2025 ADOPTED BUDGET	2025 ADJ BUDGET	2025 MYD EXPENSES	2025 YTD EXPENSES	2025 AVAIL BUDGET	PERCENTAGE REALIZED
Water								
05-518-120	Regular Salary - Wages - Water Admin	119,609.14	130,116.00	130,116.00	10,105.25	29,470.44	100,645.56	22.65 %
05-518-140	Overtime - Water Admin	0.00	1,045.00	1,045.00	0.00	2,488.94	(1,443.94)	238.18 %
05-518-210	Fica Taxes - Water Admin	9,592.35	10,034.00	10,034.00	753.31	2,375.78	7,658.22	23.68 %
05-518-220	Retirement Contribution - Water Admin	12,157.87	17,877.00	17,877.00	1,377.35	5,104.42	12,772.58	28.55 %
05-518-230	Life & Health Insurance - Water Admin	39,951.21	47,735.00	47,735.00	3,977.92	11,933.76	35,801.24	25.00 %
05-518-240	Worker's Compensation - Water Adm	0.00	144.00	144.00	0.00	0.00	144.00	0.00 %
05-518-312	Professional Services - Other - Water	22,757.39	26,000.00	26,000.00	3,938.04	7,886.82	18,113.18	30.33 %
05-518-400	Travel and Training - Water Admin	1,199.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-518-405	Training - Water Administration	499.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
05-518-470	Printing and Reproduction - Water Adm	174.51	400.00	400.00	0.00	0.00	400.00	0.00 %
05-518-490	Other Current Charges - Water Admin	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
05-518-510	Office Supplies - Water Admin	275.32	600.00	600.00	345.47	430.60	169.40	71.77 %
05-518-520	Operating Supplies - Water Admin	1,258.33	1,500.00	1,500.00	15.98	29.14	1,470.86	1.94 %
05-518-540	Books, Pub., Sub., & Memberships - Wa	402.63	425.00	425.00	0.00	0.00	425.00	0.00 %
DEPARTMENT TOTAL		207,876.75	239,376.00	239,376.00	20,513.32	59,719.90	179,656.10	24.95 %
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05-533-120	Regular Salary - Wages - Water Oper	137,750.19	152,697.00	152,697.00	12,225.24	36,439.06	116,257.94	23.86 %
05-533-130	Other Salaries and Wages - Water Oper	200.33	0.00	0.00	15.00	72.15	(72.15)	0.00 %
05-533-140	Overtime - Water Oper	7,561.14	7,246.00	7,246.00	575.96	5,190.38	2,055.62	71.63 %
05-533-210	Fica Taxes - Water Oper	10,965.41	12,236.00	12,236.00	961.58	3,123.93	9,112.07	25.53 %
05-533-220	Retirement Contribution - Water Oper	25,303.58	16,421.00	16,421.00	1,744.82	6,460.29	9,960.71	39.34 %
05-533-230	Life & Health Insurance - Water Oper	38,928.56	47,793.00	47,793.00	4,229.77	11,539.97	36,253.03	24.15 %
05-533-240	Worker's Compensation - Water Ope	7,022.19	3,488.00	3,488.00	0.00	0.00	3,488.00	0.00 %
05-533-310	PROFESSIONAL SERVICES - ATTORNEY FEES	3,798.86	15,000.00	15,000.00	140.83	8,740.83	6,259.17	58.27 %
05-533-311	Engineering Services - Water Oper	19,411.25	70,000.00	70,000.00	762.50	16,877.50	53,122.50	24.11 %
05-533-312	Professional Services - Other - Water	55,888.42	35,500.00	35,500.00	7,959.55	17,185.66	18,314.34	48.41 %
05-533-313	Professional Services - Polk Regional	1,513.27	3,750.00	3,750.00	0.00	909.23	2,840.77	24.25 %
05-533-314	Professional Services - Samples	3,611.00	5,000.00	5,000.00	288.00	2,048.00	2,952.00	40.96 %
05-533-400	Travel Expenses - Water Oper	844.41	1,250.00	1,250.00	0.00	0.00	1,250.00	0.00 %
05-533-405	Training - Water Oper	37.50	1,750.00	1,750.00	0.00	0.00	1,750.00	0.00 %
05-533-410	Communication Services - Water Oper	2,084.87	6,000.00	6,000.00	275.29	750.69	5,249.31	12.51 %
05-533-430	Utilities - PW/Utilities Facility Wat	1,480.13	3,000.00	3,000.00	126.99	319.05	2,680.95	10.64 %
05-533-431	Mt. Olive WTP - Utilities - Water Ope	6,819.83	10,000.00	10,000.00	345.95	585.00	9,415.00	5.85 %

CITY OF POLK CITY
DECEMBER 2024 MONTHLY FINANCIALS

Enterprise Fund Expenditures
25.00 % Yr Complete For Fiscal Year: 2025 / 12

G/L ACCOUNT	DESCRIPTION	2024 ACTUALS	2025 ADOPTED BUDGET	2025 ADJ BUDGET	2025 MYD EXPENSES	2025 YTD EXPENSES	2025 AVAIL BUDGET	2025 PERCENTAGE REALIZED
05-533-432	Commonwealth WTP - Utilities - Water	4,111.24	2,750.00	2,750.00	32.94	283.42	2,466.58	10.31 %
05-533-433	V.Matt Williams WTP - Utilities - Wat	8,230.20	13,000.00	13,000.00	1,252.80	2,242.20	10,757.80	17.25 %
05-533-440	Rentals and Leases - Water Oper	3,329.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-460	Repairs and Maintenance - Water Oper	88,719.73	150,000.00	150,000.00	957.91	7,857.68	129,309.82	5.24 %
05-533-461	Mt. Olive WTP - Repairs and Maint - W	26,032.57	10,000.00	10,000.00	697.83	12,622.70	(2,622.70)	126.23 %
05-533-462	Commonwealth WTP - Repairs and Maint	19,600.00	2,000.00	2,000.00	0.00	7,080.31	(5,080.31)	354.02 %
05-533-463	V.Matt Williams WTP - Repairs and Mai	11,153.60	5,000.00	5,000.00	311.71	9,578.14	(4,578.14)	191.56 %
05-533-464	Vehicle Fuel - Water Oper	13,815.35	10,000.00	10,000.00	957.43	2,460.16	7,539.84	24.60 %
05-533-465	Vehicle Maintenance - Water Oper	7,804.28	10,000.00	10,000.00	6.60	6.60	9,993.40	0.07 %
05-533-466	Public Works/Utilities Facility - Rep	1.00	3,000.00	3,000.00	212.50	212.50	2,787.50	7.08 %
05-533-467	Repairs & Maintenance-Equipment - Wat	12,921.25	5,000.00	5,000.00	156.58	1,251.63	3,748.37	25.03 %
05-533-470	Printing and Reproduction - Water Oper	0.00	400.00	400.00	0.00	0.00	400.00	0.00 %
05-533-492	Recording & Other Fees - Water Oper	2,200.00	4,440.00	4,440.00	0.00	0.00	4,440.00	0.00 %
05-533-510	Office Supplies - Water Oper	479.05	500.00	500.00	0.00	0.00	500.00	0.00 %
05-533-520	Operating Supplies - Water Oper	14,304.13	15,000.00	15,000.00	688.66	1,694.31	12,956.11	11.30 %
05-533-521	Mt.Olive WTP - Operating Supplies - W	538.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
05-533-522	Commonwealth WTP - Operating Supplies	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
05-533-523	V.Matt Williams WTP - Operating Suppl	21.97	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-533-524	Chemicals - Water Oper	23,022.13	17,000.00	17,000.00	1,131.50	4,470.40	12,529.60	26.30 %
05-533-526	Meter Supplies - New Installs - Water	0.00	100,000.00	100,000.00	0.00	0.00	100,000.00	0.00 %
05-533-527	Meter Supplies - Repairs & Maintenan	28,333.03	100,000.00	100,000.00	0.00	4,610.76	95,389.24	4.61 %
05-533-540	Books, Pub., Sub., & Memberships - Wa	557.55	750.00	750.00	0.00	0.00	750.00	0.00 %
05-533-630	Improvements Other than Building - Wa	4,250.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-640	Machinery & Equipment - Water Oper	5,380.80	13,000.00	13,000.00	0.00	0.00	13,000.00	0.00 %
05-533-710	Principal - Water Oper	0.00	66,178.00	66,178.00	0.00	0.00	66,178.00	0.00 %
05-533-720	Interest - Water Oper	65,658.84	63,742.00	63,742.00	0.00	0.00	63,742.00	0.00 %
DEPARTMENT TOTAL		663,684.66	986,891.00	986,891.00	36,057.94	164,612.55	809,096.37	16.68 %
Sewer		129,774.67	164,222.00	164,222.00	13,118.58	35,973.86	128,248.14	21.91 %
05-535-120	Regular Salary - Wages - Sewer Oper	200.32	0.00	0.00	15.00	72.15	(72.15)	0.00 %
05-535-130	Other Salaries and Wages - Sewer Oper	8,519.71	7,911.00	7,911.00	803.29	6,666.84	1,244.16	84.27 %
05-535-140	Overtime - Sewer Oper	10,825.52	13,168.00	13,168.00	1,057.82	3,238.07	9,929.93	24.59 %
05-535-210	Fica Taxes - Sewer Oper	18,761.92	18,082.00	18,082.00	1,897.53	7,040.71	11,041.29	38.94 %
05-535-220	Retirement Contribution - Sewer Oper	28,206.42	47,824.00	47,824.00	4,317.63	11,632.84	36,191.16	24.32 %
05-535-230	Life & Health Insurance - Sewer Oper							

CITY OF POLK CITY
DECEMBER 2024 MONTHLY FINANCIALS

Enterprise Fund Expenditures
25.00 % Yr Complete For Fiscal Year: 2025 / 12

G/L ACCOUNT	DESCRIPTION	2024 ACTUALS	2025 ADOPTED BUDGET	2025 ADJ BUDGET	2025 MTD EXPENSES	2025 YTD EXPENSES	2025 AVAIL BUDGET	2025 PERCENTAGE REALIZED
05-535-240	Worker#39's Compensation - Sewer Ope	0.00	3,774.00	3,774.00	0.00	0.00	3,774.00	0.00 %
05-535-310	PROFESSIONAL SERVICES - ATTORNEY FEES	67,763.46	63,750.00	63,750.00	115.83	5,115.83	58,634.17	8.02 %
05-535-311	Engineering Services - Sewer Oper	45,781.25	90,000.00	90,000.00	13,187.50	13,187.50	76,812.50	14.65 %
05-535-312	Professional Services - Other - Sewer	123,425.84	50,000.00	50,000.00	6,584.55	27,943.84	20,556.16	55.89 %
05-535-314	Professional Services - Samples	24,412.73	15,000.00	15,000.00	238.00	3,521.00	11,479.00	23.47 %
05-535-400	Travel Expenses - Sewer Oper	114.93	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
05-535-405	Training - Sewer Oper	57.50	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-535-410	Communication Services - Sewer Oper	3,934.90	7,000.00	7,000.00	476.99	1,356.24	5,643.76	19.37 %
05-535-411	Cardinal Hill WWTP - Comm Svcs - Sew	1,768.94	3,000.00	3,000.00	0.00	313.42	2,686.58	10.45 %
05-535-412	Mt. Olive WWTP - Comm Svcs - Sewer O	2,053.80	3,000.00	3,000.00	171.15	342.30	2,657.70	11.41 %
05-535-430	Utilities - PW/Utilities Facility Sew	7,999.72	11,652.00	11,652.00	459.80	1,146.76	10,505.24	9.84 %
05-535-431	Cardinal Hill WWTP - Utilities - Sewe	36,525.67	39,700.00	39,700.00	2,887.53	6,031.57	33,668.43	15.19 %
05-535-432	Mt. Olive WWTP - Utilities - Sewer Op	8,567.53	7,000.00	7,000.00	749.17	1,782.09	5,217.91	25.46 %
05-535-460	Repairs and Maintenance - Sewer Oper	84,712.17	556,805.00	556,805.00	30,995.99	40,554.23	504,326.77	7.28 %
05-535-461	Cardinal Hill - Repairs and Maint - S	43,435.96	430,000.00	430,000.00	155.00	155.00	429,845.00	0.04 %
05-535-464	Vehicle Fuel - Sewer Oper	6,790.58	12,300.00	12,300.00	117.63	741.43	11,558.57	6.03 %
05-535-465	Vehicle Maintenance - Sewer Oper	19,850.39	10,000.00	10,000.00	413.00	413.00	9,587.00	4.13 %
05-535-466	Public Works/Utilities Facility - Rep	0.00	5,000.00	5,000.00	212.50	212.50	4,787.50	4.25 %
05-535-467	Repairs & Maintenance-Equipment - Sew	7,614.84	6,000.00	6,000.00	156.59	1,322.63	4,677.37	22.04 %
05-535-470	Printing and Reproduction - Sewer Oper	0.00	100.00	100.00	0.00	0.00	100.00	0.00 %
05-535-480	Promo Activities & Legal Ads - Sewer	349.67	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-490	Other Current Charges - Sewer Oper	500.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-535-492	Recording & Other Fees - Sewer Oper	2,600.00	500.00	500.00	0.00	0.00	500.00	0.00 %
05-535-493	Equipment Rental - Sewer Oper	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
05-535-510	Office Supplies - Sewer Oper	304.44	500.00	500.00	0.00	0.00	500.00	0.00 %
05-535-520	Operating Supplies - Sewer Oper	22,982.51	20,000.00	20,000.00	349.06	1,545.56	18,454.44	7.73 %
05-535-521	Cardinal Hill WWTP - Operating Suppli	310.17	0.00	0.00	47.97	47.97	(47.97)	0.00 %
05-535-522	Cardinal Hill WWTP - Sludge Hauling	18,553.00	36,000.00	36,000.00	0.00	2,790.00	33,210.00	7.75 %
05-535-524	Chemicals - Sewer Oper	33,452.90	40,000.00	40,000.00	4,983.48	13,569.11	26,430.89	33.92 %
05-535-530	Road Materials & Supplies - Sewer Ope	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
05-535-540	Books, Pub., Sub., & Memberships - Se	637.55	500.00	500.00	100.00	100.00	400.00	20.00 %
05-535-630	Improvements Other than Building - Se	1,139.78	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-634	SCADA System - Sewer Oper	0.00	10,010.00	10,010.00	0.00	0.00	10,010.00	0.00 %
05-535-640	Machinery & Equipment - Sewer Oper	7,380.80	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-650	Construction In Progress - Sewer Oper	21,606.02	565,896.00	565,896.00	0.00	4,318.75	561,577.25	0.76 %
05-535-710	Principal - Sewer Oper	0.00	366,857.00	366,857.00	0.00	0.00	366,857.00	0.00 %
05-535-712	Principal - DEP Effluent Disposal Loa	(27.20)	27,131.00	27,131.00	0.00	13,558.57	13,572.43	49.97 %
05-535-720	Interest - Sewer Oper	257,166.12	248,725.00	248,725.00	0.00	0.00	248,725.00	0.00 %
05-535-722	Interest - DEP Effluent Disposal Loan	1,580.80	1,499.00	1,499.00	0.00	756.30	742.70	50.45 %

CITY OF POLK CITY
DECEMBER 2024 MONTHLY FINANCIALS

Enterprise Fund Expenditures
25.00 % Yr Complete For Fiscal Year: 2025 / 12

G/L ACCOUNT	DESCRIPTION	2024 ACTUALS	2025 ADOPTED BUDGET	2025 ADJ BUDGET	2025 MTD EXPENSES	2025 YTD EXPENSES	2025 AVAIL BUDGET	2025 PERCENTAGE REALIZED
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DEPARTMENT TOTAL 1,049,435.33 2,896,406.00 2,896,406.00 83,611.59 205,450.07 2,677,531.93 7.09 %

EF Non-Departmental

05-590-310	Professional Services - Non-Dept	17,227.00	12,500.00	12,500.00	0.00	2,982.00	9,518.00	23.86 %
05-590-320	Accounting and Auditing - Non-Dept	41,991.44	61,000.00	61,000.00	0.00	2,875.98	58,124.02	4.71 %
05-590-440	Rentals and Leases - Non-Dept	5,883.75	5,500.00	5,500.00	177.46	870.27	4,629.73	15.82 %
05-590-450	Liability Insurance - Non-Dept	89,529.50	115,000.00	115,000.00	0.00	99,526.50	15,473.50	86.54 %
05-590-510	Office Supplies - Non-Departmental	744.13	1,000.00	1,000.00	0.00	118.47	881.53	11.85 %
05-590-520	Operating Supplies - Non-Dept	11,568.48	12,000.00	12,000.00	736.16	2,389.51	9,610.49	19.91 %
05-590-521	Emergencies & Contingencies - Operati	10,776.84	20,000.00	20,000.00	0.00	24,109.31	(4,109.31)	120.55 %
05-590-525	Uniforms - Non Dept	5,059.21	4,200.00	4,200.00	190.95	1,068.73	3,131.27	25.45 %
05-590-528	Postage - Non-Dept	369.65	500.00	500.00	0.00	0.00	500.00	0.00 %
05-590-540	Books, Pub., Sub., & Memberships - NON	12,797.12	16,000.00	16,000.00	4,070.34	4,070.34	11,929.66	25.44 %
05-590-550	Pre-Employment Exam/Drug Test	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
05-590-551	Immunizations - Employees	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
05-590-552	DOT Testing	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
05-590-553	Employee Meeting/Awards	926.30	750.00	750.00	0.00	0.00	750.00	0.00 %
05-590-554	Employee Holiday Dinner	1,027.81	1,750.00	1,750.00	660.37	660.37	1,089.63	37.74 %
05-590-605	Depreciation - Right to Use Leased As	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-590-630	Improvements Other than Bldg - Non-De	3,532.50	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-720	Interest - Bond 2017 Issue	(37,897.37)	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-725	Interest - Right to Use Leased Assets	0.00	600.00	600.00	0.00	0.00	600.00	0.00 %
05-590-730	Other Debt Service Costs	54,289.46	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-940	Reserves - Unrestricted Reserves NON-	0.00	6,889.00	6,889.00	0.00	0.00	6,889.00	0.00 %
05-590-992	Unemployment Claims - Non-Dept	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
05-590-994	Bank Fees - Non-Dept	50.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
05-590-995	Refund of Overpayments - Non-Dept	531.71	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
05-590-996	Bad Debt - Non-Dept	456.05	2,500.00	2,500.00	(470.26)	(555.38)	3,055.38	(22.22) %
05-590-999	Other - Non-Operating Charges - Non-D	610.58	2,500.00	2,500.00	100.00	100.00	2,400.00	4.00 %
DEPARTMENT TOTAL		219,574.16	271,189.00	271,189.00	5,465.02	138,216.10	132,972.90	50.97 %

Enterprise Fund Revenues Total 2,779,246.43 4,393,862.00 4,393,862.00 249,250.12 475,528.84 3,918,333.16 10.82%

Enterprise Fund Expenditures Total -2,140,570.90 -4,393,862.00 -4,393,862.00 -145,647.87 -567,998.62 -3,825,863.38 12.93%

Total Revenue vs. Expenditures 638,675.53 0.00 103,002.25 -92,469.78 92,469.78

CITY OF POLK CITY
 Simple Balance Sheet

For Fiscal Year: 2025 thru Month: Dec
 Fund: 08 SPECIAL REVENUE FUND - GF IMPACT FEES

Account Number	Account Title	Ending Bal	Net Amount
08-101-100	GF Police Public Safety Impact Fees	22,284.53	
08-101-101	GF Fire Public Safety Impact Fees	11,388.84	
08-101-102	GF Recreation Impact Fees	34,325.39	
08-101-103	GF Gen Gov't Facilities Impact Fees	57,091.25	
08-151-100	Investments - FL SAFE GF Police Public Safety	238,425.94	
08-151-101	Investments - FL SAFE GF Fire Public Saf...	151,325.16	
08-151-102	Investments - FL SAFE GF Recreation	452,515.21	
08-151-103	Investments - FL SAFE GF Facilities	502,581.02	
	** TOTAL ASSET**		1,469,937.34
	** TOTAL LIABILITY**		0.00
	** TOTAL ENCUMBRANCE**		0.00
08-271-100	Fund Balance Unreserved	1,453,707.85	
	** TOTAL EQUITY**		1,453,707.85
	** TOTAL REVENUE**		16,229.49
	** TOTAL EXPENSE**		0.00
	TOTAL LIABILITY AND EQUITY		1,469,937.34

CITY OF POLK CITY
 DECEMBER 2024 MONTHLY FINANCIALS

GFIF Special Revenues
 Budget Revenues
 25.00 % Yr Complete For Fiscal Year: 2025 / 12

G/L ACCOUNT	DESCRIPTION	2024 PRIOR YR REVENUE	2024 ANTICIPATED REVENUE	2025 ANTICIPATED REVENUE	ADJ ANTICIPATED	2025 CURRENT REVENUE	YTD REVENUE	2025 (EXCESS) / DEFICIT	2025 PERCENTAGE REALIZED
REVENUES									
08-324-100	Police - Public Safety Impact Fee	2,579.96	90,298.00	90,298.00	0.00	0.00	0.00	90,298.00	0.00 %
08-324-110	Fire/Rescue - Public Safety Impact Fe	1,380.44	48,315.00	48,315.00	0.00	0.00	0.00	48,315.00	0.00 %
08-324-610	Parks & Recreation Impact Fee	4,160.64	145,622.00	145,622.00	0.00	0.00	0.00	145,622.00	0.00 %
08-324-710	Public Facilities Impact Fee	6,992.04	244,721.00	244,721.00	0.00	0.00	0.00	244,721.00	0.00 %
08-361-200	Interest/Dividends - FL SAFE	69,873.29	60,000.00	60,000.00	5,338.39	5,338.39	16,229.49	43,770.51	27.05 %
DEPARTMENT TOTALS		84,986.37	588,956.00	588,956.00	5,338.39	5,338.39	16,229.49	572,726.51	2.76 %
EXPENDITURES									
08-521-930	Reserves - Police Public Safety Impac	0.00	90,298.00	90,298.00	0.00	0.00	0.00	90,298.00	0.00 %
08-521-931	Reserves - Police Public Safety Int/D	0.00	14,133.00	14,133.00	0.00	0.00	0.00	14,133.00	0.00 %
08-522-930	Reserves - Fire Public Safety Impact	0.00	48,315.00	48,315.00	0.00	0.00	0.00	48,315.00	0.00 %
08-522-931	Reserves - Fire Public Safety Int/Div	0.00	8,705.00	8,705.00	0.00	0.00	0.00	8,705.00	0.00 %
08-539-930	Reserves - Public Facility Impact Fee	0.00	145,622.00	145,622.00	0.00	0.00	0.00	145,622.00	0.00 %
08-539-931	Reserves - Public Facility Int/Divide	0.00	14,388.00	14,388.00	0.00	0.00	0.00	14,388.00	0.00 %
08-572-930	Reserves - Parks & Rec Impact Fees	0.00	244,721.00	244,721.00	0.00	0.00	0.00	244,721.00	0.00 %
08-572-931	Reserves - Parks & Rec Int/Dividends	0.00	22,774.00	22,774.00	0.00	0.00	0.00	22,774.00	0.00 %
DEPARTMENT TOTALS		0.00	588,956.00	588,956.00	0.00	0.00	0.00	588,956.00	0.00 %

Gf Impact Fee Fund Revenues Total	84,986.37	588,956.00	588,956.00	5,338.39	5,338.39	16,229.49	572,726.51	2.76%
Gf Impact Fee Fund Expenditures Total	0.00	-588,956.00	-588,956.00	0.00	0.00	0.00	588,956.00	0.00%
Total Revenue vs. Expenditures	84,986.37	0.00	0.00	5,338.39	5,338.39	16,229.49	1,161,682.51	

CITY OF POLK CITY
Simple Balance Sheet

For Fiscal Year: 2025 thru Month: Dec
Fund: 09 SPECIAL REVENUE FUND - EF IMPACT FEES

Account Number	Account Title	Ending Bal	Net Amount
09-101-800	EF Sewer Impact Fee Account	482,555.04	
09-101-900	EF Water Impact Fee Account	150,832.57	
09-151-800	Investements - Sewer Impact	1,832,275.28	
09-151-900	Investements - Water Impact	297,927.02	
	** TOTAL ASSET**		2,763,589.91
	** TOTAL LIABILITY**		0.00
	** TOTAL ENCUMBRANCE**		0.00
09-271-100	Unreserved Fund Balance	2,727,645.92	
	** TOTAL EQUITY**		2,727,645.92
	** TOTAL REVENUE**		35,943.99
	** TOTAL EXPENSE**		0.00
	TOTAL LIABILITY AND EQUITY		2,763,589.91

CITY OF POLK CITY
DECEMBER 2024 MONTHLY FINANCIALS

EFIF Special Revenues
25.00 % Yr Complete For Fiscal Year: 2025 / 12

G/L ACCOUNT	DESCRIPTION	2024 PRIOR YR REVENUE	2024 ANTICIPATED REVENUE	2025 ANTICIPATED REVENUE	ADJ ANTICIPATED	2025 CURRENT REVENUE	YTD REVENUE	2025 (EXCESS)/DEFICIT	PERCENTAGE REALIZED
REVENUES									
TOTAL AR									
09-324-210	Water Capital Connection Charge	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
09-324-220	Wastewater Capital Connection Charge	24,211.00	244,580.00	244,580.00	2,047.00	2,047.00	5,841.00	236,739.00	2.39 %
09-361-200	Interest/Dividends - FL SAFE	39,735.00	618,100.00	618,100.00	4,415.00	4,415.00	4,415.00	613,685.00	0.71 %
		110,595.20	100,000.00	100,000.00	8,449.59	8,449.59	25,687.99	74,312.01	25.69 %
DEPARTMENT TOTALS									
		174,541.20	962,680.00	962,680.00	14,911.59	14,911.59	35,943.99	926,736.01	3.73 %
EXPENDITURES									
09-533-650	Construction In Progress - Water IF S	91,133.57	91,544.00	91,544.00	0.00	0.00	0.00	91,544.00	0.00 %
09-533-930	Reserves - Water Impact Fees	0.00	153,036.00	153,036.00	0.00	0.00	0.00	153,036.00	0.00 %
09-533-931	Reserves - Water Int/Dividends	0.00	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	0.00 %
09-535-650	Construction In Progress - Sewer IF S	0.00	315,000.00	315,000.00	0.00	0.00	0.00	315,000.00	0.00 %
09-535-930	Reserves - Sewer Impact Fees	0.00	303,100.00	303,100.00	0.00	0.00	0.00	303,100.00	0.00 %
09-535-931	Reserves - Sewer Int/Dividends	0.00	75,000.00	75,000.00	0.00	0.00	0.00	75,000.00	0.00 %
DEPARTMENT TOTALS									
		91,133.57	962,680.00	962,680.00	0.00	0.00	0.00	962,680.00	0.00 %

FF Impact Fee Fund Revenues Total		174,541.20	962,680.00	962,680.00	14,911.59	14,911.59	35,943.99	926,736.01	3.73%
FF Impact Fee Fund Expenditures Total		-91,133.57	-962,680.00	-962,680.00	0.00	0.00	0.00	-962,680.00	0.00%
Total Revenue vs. Expenditures		83,407.63	0.00	0.00	14,911.59	14,911.59	35,943.99	-35,943.99	

DECEMBER 2024

CIRCULATION

ADULT BOOKS	696
JUVENILE BOOKS	722
TOTAL CIRCULATION	1,418

NEW BORROWERS

IN CITY	5
IN COUNTY	10
TOTAL NEW BORROWERS	15

NUMBER OF PROGRAMS

FAMILY	1
ADULT	1
JUVENILE	0
YOUNG ADULT	0
TOTAL PROGRAMS	2

PROGRAM ATTENDANCE

ADULT	16
JUVENILE	8
YOUNG ADULT	0
TOTAL ATTENDANCE	24

REFERENCE QUESTIONS

PHONE CALLS	78
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NUMBER OF COMPUTER USERS

64

TOTAL PATRONS

561

Prepared by:

Hannah Ulloha

Library Director

**POLK COUNTY SHERIFF'S OFFICE
DEPARTMENT OF LAW ENFORCEMENT**

STATISTICAL DATA

West Division

Date: January 7, 2025 Northwest District

To: Patricia Jackson, City Manager

From: Deputy Christina Poindexter #7376

Subject: Statistical Report for December 2024

ACTIVITY	
FELONY ARREST	1
AFFIDAVITS FELONY	0
MISDEMEANOR ARREST	3
AFFIDAVITS MISDEMEANOR	0
OUT OF COUNTY/STATE WARRANT ARRESTS	0
PROCAP WARRANT ARREST	0
TOTAL ARRESTS	4
SEARCH WARRANTS	0
FIELD INTERROGATION REPORTS	4
TRAFFIC CITATIONS	9
INTELLIGENCE REPORTS	0
STOLEN PROPERTY RECOVERED	0
HRS. TRANSPORTING/ AGENCIES/DIVISIONS	0
OFFENSE REPORTS	27
NARCOTICS SEIZED	0
ASSETS SEIZED	0
PATROL NOTICES	0
FOXTROT REPORTS	3
TOW-AWAY NOTICES	0
COMMUNITY CONTACTS	592
TRAFFIC STOPS	19
TOTAL DISPATCHED CALLS FOR SERVICE	98

In December 2024, there was three (3) PROCAP captured crimes as compared to three (3) in December 2023. There were two (2) Petit Thefts that occurred at the Chevron gas station located at 525 Commonwealth Ave, by the same suspect. The thefts occurred with a week of one another. The suspect was arrested for both cases. A residential burglary was reported at 8832 Sunapee Loop, however it was determined this is an isolated incident between a husband/wife and a male friend the wife was staying with. The suspect entered the male's residence attempting to locate his wife, the suspect entered un-invited causing damage to the front door, and injury to the homeowner. This particular incident caused several charges against the suspect. In all for 2024 we are sitting at 22 Pro-Cap related crimes for the entire physical year of 2024. In an attempt to eliminate any further increase in crimes, myself and the Detail Deputies are working hard in identifying suspicious individuals who are new in the area, by completing field interrogation reports (FIR's). In total we completed 34 FIR's as compared to 14 in 2023. Several traffic stops are being conducted throughout the entire city limits.

CaseNo	Inc From	Inc To	DOW	Location	Narrative	Det	PRINTS	VIDEO	CASE STATUS
BURGLARY RESIDENCE									
PCSO-240051961	2024-12-28 / 0101hrs	2024-12-28 / 0103hrs	Sat	8832 SUNAPEE LOOP	Kicked in front door; Unk BM susp had kicked in victs front door & then punched the vict in the face/head multiple times then proceeded into the master bedroom where Vict was held at gunpoint by the susp & told to lay on the ground & not move - the susp then punched vict2 in the face which allowed for vict1 to escape out a bedroom window / Vict2 stated the susp was her husband & he pointed a handgun at her as well threatening to kill her Susp refused to talk & was arrested 10:15; Lems Roche BM 040485 / Came to the resid in white Mercedes				
RETAIL THEFT									
PCSO-240051463	2024-12-16 / 1723hrs	2024-12-16 / 1723hrs	Mon	525 COMMONWEALTH AVE SW CHEVRON	1015: Saleyna Justice WF 031792 / susp concealed 2 cans of Twisted Tea in her purse and left the store without paying. ref case 24-51454				
PCSO-240051454	2024-12-23 / 1903hrs	2024-12-23 / 1903hrs	Mon	525 COMMONWEALTH AVE SW CHEVRON	1015: Saleyna Justice WF 031792 / susp concealed 3 cans of Twisted Tea in her purse and left the store without paying. ref case 24-51463				

Department of Law Enforcement																														
Polk City - 2023 - 2024																														
	January		February		March		April		May		June		July		August		September		October		November		December		YTD Totals		Monthly Change	YTD Average		
	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024		
Robbery	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0%	0.2	0.0
Burg. Business	0	1	0	0	0	0	0	0	0	2	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	4	0%	0.0	0.4
Burg. Residence	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	2	100%	0.1	0.2
Burg. Structure	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0.0
Burg. Conveyance	0	2	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0	0	0	0	0	1	6	0%	0.1	0.5
Vehicle Theft	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0%	0.1	0.1
Grand Theft	0	0	1	0	0	0	0	0	0	0	1	0	1	0	1	0	0	0	0	0	0	0	1	3	0	7	1	-100%	0.6	0.1
Petit Theft	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	2	0	0	0	0	0	0	0	0	4	1	0%	0.4	0.1
Mail Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0.0
Retail Theft	0	2	0	0	0	0	0	0	1	2	1	0	0	0	0	1	0	0	0	1	0	0	0	0	2	4	6	200%	0.4	0.5
Criminal Mischief	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	1	0%	0.1	0.1
Totals	2	6	2	1	0	0	2	0	1	5	4	1	2	0	1	1	3	4	0	0	1	1	3	3	21	22	200%	1.9	2.0	
% Change	200%		-50%		N/A		N/A		400%		-75%		N/A		0%		33%		N/A		0%		0%		5%				5%	
FIR's	4	1	1	3	0	5	0	2	0	8	1	0	4	7	0	2	3	3	0	0	1	0	0	3	14	34	20	YTD FIR		

Public Works & Utilities Report

December 2024

Public Works Department- Work Orders: Total 158

Building Maintenance: 25
Custodial Services A/C: 2
Custodial Services Bronson Center: 4
Vehicle/Equipment Maintenance: 18
Event Set-Up/Inspection: 32
Landscaping/Mowing: 22
Parks and Recreation: 11
Maintenance-Admin: 1
Stormwater: 1
Street signs: 7
Trash Parks and Facilities: 8
Trash Roads and Streets: 10
Tech Support: 4
Set up for Christmas Event

Utilities Department- Work Orders: Total 170

Turn-On: 23
Turn-Off: 20
Turn-Off for Non – Payment Of NSF: 1
Install Irrigation: 1
Install water: 1
Meter Maintenance: 88
Lift Station Maintenance & Repair: 30
WTP Repair Maintenance: 1
Meter Reads: 3386
Mis-Reads: 273
Sewer:1
Set up for Christmas Event
Continue Flushing fire Hydrants

Utility Billing Report

December 2024

New Accounts Established: 25
Final/Terminated Service: 20
Bills Processed: 2,728
Email/ Bill Customers: 2,132
Work Orders Processed: 134
Lock off for Nonpayment: 1
Nonpayment fees (\$50): 19
Billed Consumption: 11,303,000
Billed/Revenue: \$281,317.79
Residential Billing: 2,620
Irrigation Billing: 593
Commercial Billing: 93
Building Rentals Activity/Bronson Center/Freedom Park: 15

On Going Projects

-Process Deposit Refunds

-Working with the Utilities Department in Diamond Maps to verify that all meter information is correct.

-Process monthly Adjustment Reconciliations, Zero Charge Reports and Cycle D (Debt Consolidation).

-Meter Replacement Program

Staff Objectives

Continuing efforts on changeouts from 3g to 4g, reroute meters into walking order. Continue to work with staff to write procedures for Utility Billing. Continuing efforts in auditing accounts. Working with Master Meter to replace meters with issues.

Respectfully Submitted by:

Chasity Guinn

Utility Billing Supervisor

**City Commission Meeting
January 21, 2025**

PRESENTATIONS AND RECOGNITIONS: DAC Bond Certificate of Excellence

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE: DAC Bond Recognition.

ATTACHMENT:

1. DAC Bond Certificate of Excellence

ANALYSIS:

DAC Bond is recognizing Polk City for ten years of outstanding commitment to its continuing disclosure reporting for municipal bonds.

STAFF RECOMMENDATION:

N/A



Dear Joanna,

In 2025, DAC will be entering our 25th year of service to the municipal market. Our long-standing presence in the market is in large part to clients like Polk City, FL, who have shown a continuous commitment to continuing disclosure reporting. For that reason, we are honored to present you with this certificate recognizing your 10 years of dedication to compliance with SEC Rule 15(c)2-12. Congratulations and thank you for your continued trust in DAC.

Sincerely,

A handwritten signature in black ink that reads "Paula Stuart". The signature is written in a cursive style.

Paula Stuart
CEO
DAC Bond

Certificate

OF EXCELLENCE



PROUDLY PRESENTED TO

Polk City, FL

In recognition of ten years of outstanding commitment to continuing disclosure reporting for municipal bonds. With a dedication to transparency and accountability, your commitment over the last ten years has set a standard of excellence in continuing disclosure reporting and positively impacted your organization and the broader municipal market.

DAC Bond[®]

A handwritten signature in black ink, reading "Paula Stuart".

Paula Stuart, CEO

A handwritten signature in black ink, reading "Lisa Olsen".

Lisa Olsen, Executive V.P.

**,City Commission Meeting
January 21, 2025**

AGENDA ITEM #1 & #2

ORDINANCE 2025-01

AN ORDINANCE OF THE CITY COMMISSION OF POLK CITY, FLORIDA; AMENDING ARTICLE 2 – REGULATIONS FOR SPECIFIC DISTRICTS, SECTION 2.04.02.15, “PLANNED UNIT DEVELOPMENT DISTRICT” OF THE UNIFORM LAND DEVELOPMENT CODE; REMOVING THE LIST OF PERMITTED USES FROM PLANNED UNIT DEVELOPMENTS TO ALLOW GREATER INNOVATION IN USE AND DESIGN; REPEALING ALL ORDINANCES IN CONFLICT THEREWITH; PROVIDING A BUSINESS IMPACT ESTIMATE, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE.

ORDINANCE 2025-02

AN ORDINANCE OF THE CITY COMMISSION OF POLK CITY, FLORIDA; AMENDING ARTICLE 3 – DEVELOPMENT DESIGN AND IMPROVEMENT STANDARDS, SECTION 3.09.01.02 “RECREATIONAL VEHICLE PARKS” OF THE UNIFORM LAND DEVELOPMENT CODE; CHANGING THE BUFFERING REQUIREMENT FROM A MASONRY WALL TO A SOLID FENCE; REPEALING ALL ORDINANCES IN CONFLICT THEREWITH; PROVIDING A BUSINESS IMPACT ESTIMATE, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE.

 X INFORMATION ONLY
 ACTION REQUESTED

ISSUE:

Both Ordinances regarding RV Parks are for **DISCUSSION PURPOSES ONLY**.

ATTACHMENTS:

Ordinance 2025-01
Ordinance 2025-02

ANALYSIS:

Ordinance 2025-01

During the discussion concerning RV parks at the December City Commission meeting, it was noted that RV parks could not apply for PUD zoning because they were not included in the permitted use list. After discussing this, CFRPC suggested removing the list as it was restrictive in nature. City Attorney Cloud has reviewed the proposed changes. If the proposed changes meet with the Commission’s intent, it will be taken to the Planning Commission on February 3, 2025.

Ordinance 2025-02

At the last meeting the Commission asked us to bring back draft language for removing the masonry wall requirement for RV parks. In coordination with Tom & CFRPC I believe we have achieved this goal. If this meets with the Commission’s approval it will be scheduled for the Planning Commission’s February 3rd meeting.

STAFF RECOMMENDATION:

Consensus to send to Planning Commission

ORDINANCE 2025-01

AN ORDINANCE OF THE CITY COMMISSION OF POLK CITY, FLORIDA; AMENDING ARTICLE 2 – REGULATIONS FOR SPECIFIC DISTRICTS, SECTION 2.04.02.15, “PLANNED UNIT DEVELOPMENT DISTRICT” OF THE UNIFORM LAND DEVELOPMENT CODE; REMOVING THE LIST OF PERMITTED USES FROM PLANNED UNIT DEVELOPMENTS TO ALLOW GREATER INNOVATION IN USE AND DESIGN; REPEALING ALL ORDINANCES IN CONFLICT THEREWITH; PROVIDING A BUSINESS IMPACT ESTIMATE, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION OF POLK CITY, FLORIDA:

SECTION 1. COMMISSION FINDINGS AND INTENT. In adopting this Ordinance and modifying the Polk City Code and the therein-incorporated Unified Land Development Code, the City Commission of Polk City, Florida, hereby makes the following findings:

(1) Section 163.3167(c), Florida Statutes, empowers the City to adopt land development regulations to guide the growth and development of the City.

(2) The Act authorizes a local government desiring to revise its Unified Land Development code to prepare and adopt amendments.

(3) The City has prepared a text amendment to the Polk City Land Development Code to amend the development standards to remove the list of permitted uses from Planned Unit Developments to allow greater innovation in design.

(4) Although exempt under the statute, the City has nevertheless in its sole discretion performed a business impact estimate pursuant to § 166.041(4)(c), and determined that adoption of this ordinance:

- (a) serves a public purpose by serving the public health, safety, morals, and welfare of the City,
- (b) has no direct negative economic impact on private, for-profit businesses in the city,
- (c) will not result in direct compliance costs by businesses,
- (d) does not impose any new charge or fee on businesses for which businesses will be financially responsible,
- (e) does not create any additional municipal regulatory cost which is not recovered appropriately and lawfully by the City.

(5) Pursuant to Section 163.3187, Florida Statutes, the City Commission held a meeting and hearing on this Unified Land Development Code change, with due public notice having been provided, to obtain public comment, and considered all written and oral comments received during public hearings, including support documents.

(6) The meetings were advertised and held with due public notice, to obtain

public comment; and having considered written and oral comments received during public hearings, find the changes necessary and appropriate to the needs of the City.

SECTION 2. AMENDMENT TO ARTICLE 2, REGULATIONS FOR SPECIFIC DISTRICTS. Article 2, Section 2.04.02.16 Planned Unit Development District is hereby amended to read as follows:

Text that is underlined is text to be added and text that is shown as ~~strikeout~~ is to be removed.

Section 2.04.02.16 Planned Unit Development District

- (A) *FLUM designation:* All uses of a Planned Use Development must be consistent with the future land use designation of the property.

- (B) *Purpose and intent.*
 - 1. The planned unit development district is intended to provide a method for consideration and approval of unique zoning districts for individual Planned Unit Developments (PUD), which are not provided for or allowed in the zoning districts otherwise established by this chapter.

 - 2. The standards and procedures of this district are intended to promote flexibility of design and to permit planned diversification and integration of uses and structures, while at the same time reserving to the City Commission the absolute authority to establish limitations and regulations for the development deemed necessary to protect the public health, safety and welfare. In so doing, the PUD district is designed to:
 - a. Promote more efficient and economic uses of land, including bypassed lands.
 - b. Encourage more compatible and harmonious development of contiguous lands.
 - c. Promote home ownership opportunities for all residents of the community.
 - d. Provide flexibility to meet changing needs, technologies, economics, and consumer preferences.
 - e. Be totally controllable based on the needs of the city, in terms of the impact on the proposed site and surrounding neighborhoods.
 - f. Encourage uses of land, which reduce transportation needs and which conserve energy and natural resources.
 - g. Preserve to the greatest extent possible, and utilize in a harmonious fashion, existing landscaping features and amenities.
 - h. Provide for more usable and suitably located recreational facilities, open spaces and scenic areas, either commonly

owned or publicly owned, than would otherwise be provided under conventional land- development procedures.

- i. Lower development and building costs by permitting smaller networks of utilities and streets and the use of more economical building types and shared facilities.
- J. Accomplish more desirable living and working environments than would be possible through the strict application of minimum requirements of the city's other zoning and subdivision regulations.
- k. Permit the combining and coordinating of architectural styles, building forms, and building relationships within a planned unit development.
- l. Provide an environment of stable character compatible with surrounding developments.
- m. Permit specific limitations and requirements in excess of those included in other zoning districts, based on the unique characteristics of the individual site, where necessary to the public health, safety, or welfare, or for the protection of preservation of lands, either internal or external to the planned unit development.

(C) *Voluntary use.* The PUD district shall be a voluntary process commenced by an applicant for PUD (zoning designation). The city shall not initiate a PUD rezoning on privately owned property or designate specific lands for planned unit development in its adopted Comprehensive Plan.

(D) *Minimum conditions for approval.* The approval of planned unit development rezoning or development plan may not be approved unless the following minimum conditions are met:

1. The minimum size of the proposed development shall be five (5) acres for a residential development and two (2) acres for a nonresidential development.
2. Minimum setbacks at the perimeter of the development shall be equal to those of the abutting districts. Otherwise, there shall be no minimum lot size, setbacks, percentage of lot coverage, or lot width except as specified in the PUD approval document.

(E) ~~*Permitted uses.* Except where certain uses are specifically disallowed or restricted as part of the PUD approval:~~

~~1. In a commercial PUD, the uses allowed in Polk City's C-1 and C-2 zoning districts may be permitted as principal or accessory uses.~~

~~2. In an industrial PUD, the uses allowed in Polk City's M-1 and M-21-H zoning districts may be permitted as principal or accessory uses.~~

3. ~~In a residential PUD, the following uses shall be permitted:~~
 - a. ~~Dwelling, one family;~~
 - b. ~~Dwelling, two family;~~
 - e. ~~Dwelling, multifamily;~~
 - d. ~~Townhouses;~~
 - e. ~~Public and private Recreation facilities;~~
 - f. ~~Churches and other houses of worship;~~
 - g. ~~Child and adult daycare centers;~~
 - h. ~~Convenience, goods, retail and personal service stores primarily intended and designed to service the residents of the PUD;~~
 - i. ~~Essential services;~~
 - j. ~~Home occupations subject to the provisions contained herein.~~

(FE) *Internal compatibility.* All land uses within the proposed development shall be compatible with other proposed uses. The planning commission and the city council shall consider the following factors in judging internal compatibility:

1. The streetscape.
2. The existence or absence of, and the location of, open spaces, plazas, recreational areas and common areas.
3. The use of existing and proposed landscaping.
4. The treatment of pedestrian ways.
5. Focal points and vistas.
6. The use of the topography, physical environment and other natural features.
7. Traffic and pedestrian circulation pattern.
8. The use and variety of building setback lines, separations and buffering.
9. The use and variety of building groupings.
10. The use and variety of building sizes and architectural styles.
11. The use and variety of materials.
12. The separation and buffering of parking areas and sections of parking areas.
13. The variety and design of dwelling types.
14. The particular land uses proposed and the conditions and limitations thereon.
15. The form of ownership proposed for various uses.
16. Any other factor deemed relevant to the privacy, safety, preservation, protection or welfare of any proposed use within the proposed development.

(GE) *External compatibility.* All proposed land uses shall be compatible with existing and planned uses of properties surrounding the proposed development. The planning commission and the city council shall consider the following factors in judging external compatibility:

1. All of those factors listed in the preceding section, with particular attention to those areas of the development located on or near its perimeter and the conditions and limitations thereon.
2. The particular uses proposed near the development perimeter and the conditions and limitations on those uses.

3. The type, number and location of surrounding external uses.
4. The Comprehensive Plan goals and objectives and zoning regulations for surrounding external uses.
5. Any other factor deemed relevant to the privacy, safety, preservation, protection or welfare of lands surrounding the proposed development and any existing or planned use of such lands.

SECTION 3. BUSINESS IMPACT ESTIMATE. Pursuant to Section 166.041(4), Florida Statutes, the City is required to prepare a business impact estimate for certain proposed ordinances. This proposed ordinance amends the City's Unified Land Development Code as to certain performance criteria. Such an minor amendment to the City's Unified Land Development Code (1) serves a public purpose by serving the public health, safety, morals, and welfare of the City, (2) has no direct negative economic impact on private, for-profit businesses in the city as it will be applied to all similarly situated applicants, (3) will not result in direct compliance costs by businesses, (4) does not impose any new charge or fee on businesses for which businesses will be financially responsible, and (5) does not create any additional municipal regulatory cost which is not recovered appropriately and lawfully by the City. Thus, it is estimated that neither residents nor any business will incur additional costs. The City does not seek to impose any additional user or regulatory fees or charges, nor are any direct compliance costs expected. The Business Impact Estimate form for this ordinance is on file with the City Clerk.

SECTION 4. CODIFICATION OF ORDINANCE. This Ordinance shall be codified in the Code of Ordinances of Polk City, Florida, and incorporated into the Unified Land Development Code which is a part thereof. A certified copy of this enacting ordinance shall be located in the Office of the City Clerk of Polk City. The City Clerk shall also make copies available to the public for a reasonable publication charge.

SECTION 5. SEVERABILITY. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

SECTION 6. CONFLICTING ORDINANCES AND RESOLUTIONS. All existing ordinances and resolutions of Polk City in conflict with this ordinance are repealed to the extent necessary to give this Ordinance full force and effect.

SECTION 7. EFFECTIVE DATE. This Ordinance shall become effective immediately upon its passage.

INTRODUCED AND PASSED on FIRST READING, this _____ day of _____, 2025.

POLK CITY, FLORIDA

Joe LaCascia, Mayor

ATTEST:

**APPROVED AS TO FORM AND
CORRECTNESS**

Patricia Jackson, City Manager/Clerk

Thomas A. Cloud, City Attorney

PASSED AND DULY ADOPTED ON SECOND READING, with a quorum present and voting by the City Commission of Polk City, Florida meeting in Regular Session this _____ day of _____, 2025.

Joe LaCascia, Mayor

ATTEST:

Patricia Jackson, City Manager/City Clerk

ORDINANCE 2025-02

AN ORDINANCE OF THE CITY COMMISSION OF POLK CITY, FLORIDA; AMENDING ARTICLE 3 – DEVELOPMENT DESIGN AND IMPROVEMENT STANDARDS, SECTION 3.09.01.02 “RECREATIONAL VEHICLE PARKS” OF THE UNIFORM LAND DEVELOPMENT CODE; CHANGING THE BUFFERING REQUIREMENT FROM A MASONRY WALL TO A SOLID FENCE; REPEALING ALL ORDINANCES IN CONFLICT THEREWITH; PROVIDING A BUSINESS IMPACT ESTIMATE, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION OF POLK CITY, FLORIDA:

SECTION 1. FINDINGS AND INTENT. In adopting this Ordinance and modifying the Polk City Code and the therein-incorporated Unified Land Development Code, the City Commission of Polk City, Florida, hereby makes the following findings:

(1) Section 163.3167(c), Florida Statutes, empowers the City to adopt land development regulations to guide the growth and development of the City.

(2) The Act authorizes a local government desiring to revise its Unified Land Development code to prepare and adopt amendments.

(3) The City has prepared a text amendment to the Polk City Land Development Code to amend the development standards to remove the list of permitted uses from Planned Unit Developments to allow greater innovation in design.

(4) Although exempt under the statute, the City has nevertheless in its sole discretion performed a business impact estimate pursuant to § 166.041(4)(c), and determined that adoption of this ordinance:

(a) serves a public purpose by serving the public health, safety, morals, and welfare of the City,

(b) has no direct negative economic impact on private, for-profit businesses in the city,

(c) will not result in direct compliance costs by businesses,

(d) does not impose any new charge or fee on businesses for which businesses will be financially responsible,

(e) does not create any additional municipal regulatory cost which is not recovered appropriately and lawfully by the City.

(5) Pursuant to Section 163.3187, Florida Statutes, the City Commission held a meeting and hearing on this Unified Land Development Code change, with due public notice having been provided, to obtain public comment, and considered all written and oral comments received during public hearings, including support documents.

(6) The meetings were advertised and held with due public notice, to obtain public comment; and having considered written and oral comments received during public

hearings, find the changes necessary and appropriate to the needs of the City.

SECTION 2. AMENDMENT TO ARTICLE 3, DEVELOPMENT DESIGN AND IMPROVEMENT STANDARDS. Article 3, Section 3.09.01.02 Recreation Vehicle (RV) Parks is hereby amended to read as follows:

Text that is underlined is text to be added and text that is shown as ~~strikeout~~ is to be removed.

Section 3.09.01.02 Recreation Vehicle (RV) Parks

It is the purpose of these standards to provide minimum development guidelines for an RV park designed only to accommodate the recreation vehicle. For the purposes of this ordinance, a recreation vehicle park is defined as a development in which recreation vehicles and/or "park model" mobile homes are permanently sited and occupied year round. An RV campground, on the other hand, is a development for overnight or limited vacation-season type. These provisions are intended to protect established or permitted uses in the vicinity of such a park, and to protect and promote the orderly growth and development of the City of Polk City.

- (A) *General Requirements.* RV parks shall be a permitted use in PR district, and may be permitted in R-MHA and R-MHB districts **with a Site Development Plan**. Development standards provided in this Section shall supersede those of the underlying zoning district. RV Campgrounds are a Special Exception use (see Article 3, Section 3.09.00, "Devel. Standards for Uses Permitted by Special Exception, 3.09.02").

Duration of Stay in an RV Park. Vehicle sites are intended for year round occupancy.

- (B) *Environmental Requirements*

- (1) General. Condition of soil, groundwater level, drainage, and topography shall not create hazards to the property or to the health and safety of the occupants.
- (2) Soil and Ground Cover Requirements. Exposed ground surfaces in all parts of every vehicle site area or other vehicle parking area shall be paved, or covered with stone screening, or other solid material, or protected with a vegetative growth that is capable of preventing soil erosion and of eliminating objectionable dust.
- (3) Drainage Requirements. Surface drainage plans for the entire tract shall be reviewed by appropriate City staff, who shall determine whether the proposed plan is compatible with the surrounding

existing drainage pattern and any relevant drainage plan of the City, prior to issuance of Site Development Plan approval and building permits. No permit shall be issued in such instance where the Building Official finds the plan to be incompatible with surrounding areas.

Table 1 - Table of Development Standards for RV Parks

	Max. Density (units/acre)	Minimum Tract Size/Lot Size	Minimum Tract/Lot Width (feet)	Setbacks (feet)		
				Front	Rear	Sides
Per Tract	15	7.5 acres	150 x 200	25	25	25
Per Unit		1500 s.f.	30 x 50	7.5	7.5	7.5

(C) *Tract Requirements.* The tract requirements are listed in the Table of Development Standards, above, with additional requirements as follows:

- (1) The tract shall have at least 75 feet of frontage on a Principal or Minor Arterial roadway, as designated on the Future Traffic Circulation Map of the City of Polk City Comprehensive Plan.
- (2) The minimum width of the tract shall be 150 feet at the front building setback line.
- (3) Where any property line of a RV Park abuts land either zoned for residential use or occupied by a residential use permitted by this Code, there shall be provided and maintained along, or within ten feet of, said property line a solid ~~face masonry wall~~ fence meeting acceptable design and compatibility for the area, with a finish of stucco or other texture, no less than six feet in height, which shall be in addition to the buffer yard required by Section 3.07.00.
- (4) Where an RV Park abuts an agricultural use, the tract setbacks shall be 50 feet on the front, sides and rear.

SECTION 3. BUSINESS IMPACT ESTIMATE. Pursuant to Section 166.041(4), Florida Statutes, the City is required to prepare a business impact estimate for certain proposed ordinances. This proposed ordinance amends the City's Unified Land Development Code as to certain performance criteria. Such an minor amendment to the City's Unified Land Development Code (1) serves a public purpose by serving the public health, safety, morals, and welfare of the City, (2) has no direct negative economic impact

on private, for-profit businesses in the city as it will be applied to all similarly situated applicants, (3) will not result in direct compliance costs by businesses, (4) does not impose any new charge or fee on businesses for which businesses will be financially responsible, and (5) does not create any additional municipal regulatory cost which is not recovered appropriately and lawfully by the City. Thus, it is estimated that neither residents nor any business will incur additional costs. The City does not seek to impose any additional user or regulatory fees or charges, nor are any direct compliance costs expected. The Business Impact Estimate form for this ordinance is on file with the City Clerk.

SECTION 4. CODIFICATION OF ORDINANCE. This Ordinance shall be codified in the Code of Ordinances of Polk City, Florida, and incorporated into the Unified Land Development Code which is a part thereof. A certified copy of this enacting ordinance shall be located in the Office of the City Clerk of Polk City. The City Clerk shall also make copies available to the public for a reasonable publication charge.

SECTION 5. SEVERABILITY. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

SECTION 6. CONFLICTING ORDINANCES AND RESOLUTIONS. All existing ordinances and resolutions of Polk City in conflict with this ordinance are repealed to the extent necessary to give this Ordinance full force and effect.

SECTION 7. EFFECTIVE DATE. This Ordinance shall become effective immediately upon its passage.

INTRODUCED AND PASSED on FIRST READING, this _____ day of _____, 2025.

POLK CITY, FLORIDA

Joe LaCascia, Mayor

ATTEST:

**APPROVED AS TO FORM AND
CORRECTNESS**

Patricia Jackson, City Manager/Clerk

Thomas A. Cloud, City Attorney

PASSED AND DULY ADOPTED ON SECOND READING, with a quorum present and voting by the City Commission of Polk City, Florida meeting in Regular Session this _____ day of _____, 2025.

Joe LaCascia, Mayor

ATTEST:

Patricia Jackson, City Manager/City Clerk

**City Commission Meeting
January 21, 2025**

AGENDA ITEM #3: **CivilSurv Professional Engineering Services Proposal - The Landings at Mt. Olive – Phase 2 Construction Inspection**

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

CivilSurv Professional Engineering Services Proposal for The Landings at Mt. Olive – Phase 2 Construction Inspection

ATTACHMENT:

CivilSurv Proposal

ANALYSIS:

CivilSurv Design Group, Inc. (CivilSurv) is pleased to submit this proposal to Polk City (City) for Professional Engineering Services associated with construction inspection at The Landings at Mt. Olive – Phase 2 (Project). This Proposal provides an overview of the services to be provided by CivilSurv. This proposal is submitted pursuant to and subject to the general terms and conditions of that Continuing Services Agreement between Polk City, Florida and CivilSurv Design Group, Inc. dated March 21, 2022.

This will be a pass-through to the Developer; the proposed budget for this is \$93,600. Please refer to the Professional Engineering Services Proposal for the full scope of work.

STAFF RECOMMENDATION:

Approve the Professional Engineering Services Proposal with CivilSurv in the amount of \$93,600.

January 7, 2025

Ms. Patricia Jackson
City Manager
Polk City
123 Broadway Boulevard SW
Polk City, Florida 33868
patricia.jackson@mypolkcitey.org

**RE: Professional Engineering Services Proposal
The Landings at Mt. Olive – Phase 2
Construction Inspection
CivilSurv File: 354-001005**

Ms. Jackson:

CivilSurv Design Group, Inc. (CivilSurv) is pleased to submit this proposal to Polk City (City) for Professional Engineering Services associated with construction inspection at The Landings at Mt. Olive – Phase 2 (Project). This proposal provides an overview of the services to be provided by CivilSurv. This proposal is submitted pursuant to and subject to the general terms and conditions of that Continuing Services Agreement between Polk City, Florida and CivilSurv Design Group, Inc. dated March 21, 2022.

PROJECT DESCRIPTION

The Applicant for The Landings at Mt. Olive residential development has received approval to proceed with construction. The Project is located within Section 5, Township 27 South, Range 25 East. The Project is proposed to be constructed in phases with the second phase consisting of: 111 single family residential lots, 1 clubhouse area, approximately 2,835-feet of roadway, 3 stormwater ponds, 34 drainage structures, approximately 2,283-feet of drainage pipe, 11 wastewater manholes, 2,707-feet of wastewater gravity sewer, approximately 50-feet of wastewater force main, and approximately 2,750-feet of potable water main. Ownership of these utility infrastructure improvements will be transferred to the City upon completion of the project. Construction inspection services are proposed to observe the construction activities for compliance with the approved construction plans and specifications.

SCOPE OF SERVICES

CivilSurv will act as the City's consulting engineer during the construction of infrastructure that will later be transferred to the City at the completion of construction. CivilSurv will perform limited construction inspection services throughout the anticipated construction duration of 6-months from the date of the pre-construction meeting to the date of final inspection.

www.CivilSurv.com
Small Business Enterprise



It is understood the City has adopted the Polk County Land Development Division’s Site Construction standards for development within the City. Site construction standards for development are outlined in Appendix A, Section A402 through A406 of the Polk County Land Development Code.

This task consists of overall management of the Project including contract administration, budget management, invoicing, monthly progress reporting, scheduling, and coordination with the City.

Pre-construction Meeting

CivilSurv will attend one pre-construction meeting with the Applicant, Construction Contractor, Engineer of Record, and City Staff. The meeting will serve to establish communication protocol for the duration of the Project, review the construction schedule, and address questions regarding engineering inspection requirements for the Project. A summary of the meeting will be provided to the City and the Applicant.

Submittal Reviews

CivilSurv will review submittals, as submitted by the Construction Contractor, for items related to the public infrastructure civil improvements. CivilSurv’s review of the submittals does not relieve the Applicant from meeting the requirements of the City’s Land Development Code and / or approved construction plans.

Inspection and Testing

CivilSurv will require the Construction Contractor to provide notification at least 48-hours prior to clearing and grubbing, installation of silt fence, and any testing of materials. CivilSurv will observe material tests performed by the applicant’s testing company. CivilSurv’s scope of services does not include any materials testing services. In the event CivilSurv cannot be onsite during a material test due to scheduling conflicts, a field copy of the test shall be provided to CivilSurv by the Construction Contractor. Certified copies of all final test reports shall be submitted to CivilSurv by the Construction Contractor prior to final approval of the constructed site improvements.

Based on the scope of the Project, the following tests are anticipated to be performed by the Applicant’s testing company and observed by CivilSurv:

INFRASTRUCTURE	TESTING
Asphalt Pavement	Subgrade Density Base Density Asphalt Density
Sidewalk	Material Quality
Storm Sewer	Pipe Trench Density CCTV
Potable Water	Pipe Trench Density Pressure & Leakage Bacteriological Test

INFRASTRUCTURE	TESTING
Wastewater (Gravity)	Pipe Trench Density Leakage Testing CCTV Mandrel Test Manhole Vacuum Test
Wastewater (Pressure)	Force Main Pipe Trench Density Force Main Pressure & Leakage
Landscaping	Quantity & Size Verification

CivilSurv will inspect the construction site for compliance with the approved construction plans and the National Pollution Discharge Elimination System (NPDES) permit. With respect to the NPDES permit, the Applicant is responsible for all daily and post-rainfall event inspections and reporting to satisfy permit requirements.

Biweekly Progress Updates

CivilSurv will participate in biweekly progress updates with City Staff during the construction of the project via teleconference. A summary of the progress update discussion will be provided to the City.

Pre-Final (Substantial Completion) & Final Inspection

CivilSurv will conduct one Pre-Final (Substantial Completion) inspection upon receipt of notification from the Construction Contractor that the Project has been completed.

CivilSurv will generate a punch list of any items that need to be addressed prior to final approval. Upon notification from the Construction Contractor that all punch list items have been completed, CivilSurv will attend one final inspection and provide a summary of the meeting to the City.

Certification Review

CivilSurv will review the Engineer of Record’s certification statement and the as-built survey, as provided by the Applicant. CivilSurv will provide a written summary of the certification review to the City. CivilSurv will not be providing any certifications for the Project.

Deliverables

CivilSurv will prepare the following deliverables for the Project:

- Construction Inspection Reports;
- Pre-construction Meeting Summary;
- Biweekly Progress Update Summaries;
- Pre-Final (Substantial Completion) Inspection Summary;
- Final Inspection Summary; and
- Summary of Certification Review.

BUDGET

The Scope of Services will be performed on a time & materials basis in accordance with the previously approved fee schedule. The estimated budget for the Project is \$93,600.

The estimated budget is based on an estimate of up to 30 hours per week of the construction inspector's time (including travel to and from the site) and an average of 4 hours per week of engineering and office support time for the duration of the anticipated 6-month construction schedule.

SCHEDULE

The anticipated construction schedule is 6-months from the preconstruction meeting to final inspection. The actual construction schedule is dependent on the Applicant and the Construction Contractor's schedule.

PROJECT UNDERSTANDING

The following services can be provided by CivilSurv, if needed, but are not included in this proposal:

- Inspections outside of standard business hours (8:00 am to 5:00 pm on Monday through Friday).
- Additional services due to an extension to the anticipated construction schedule.
- Failed tests and subsequent retesting may require an adjustment to the proposed budget.
- Meetings not specifically described in the Scope of Services.

CLOSING

This proposal is valid for a period of 30 days. We appreciate this opportunity to work with Polk City. If you have any questions, please do not hesitate to contact us at 863-646-4771.

Respectfully submitted,

CIVILSURV DESIGN GROUP, INC.



Mark J. Frederick, PE, CFM, ENV SP, PMP
Vice President of Civil Engineering

Approved and accepted this ____ day of
_____, 2025 for Polk City.

Signature

**City Commission Meeting
January 21, 2025**

AGENDA ITEM #4

738 1st Street Lien Reduction/Waiver Application

INFORMATION ONLY
 ACTION REQUESTED

ISSUE:

738 1st Street Lien Reduction/Waiver Application

ATTACHMENTS:

- Recorded Lien
- Special Magistrate order & photos

ANALYSIS:

Mr. Kimsey purchased the property on 6/20/24. He did not use a title company, nor did he contact Polk City to see if there were any liens on the property.

Lien total is \$6,150.00.

STAFF RECOMMENDATION:



Polk City

123 Broadway Boulevard Southeast, Polk City, Florida 33868
Phone (863) 984-1375 • Fax (863) 984-2334

Application for Reduction of Code Compliance Fine(s) and Release of Lien(s)

All information fields must be completed before this application can be processed. Requests are not reviewed by Polk City or presented before Special Magistrate until this application has been completed.

CONTACT INFORMATION		
APPLICANT'S NAME: <i>Don Kinsey</i>	E-MAIL: <i>Donkio@AOL.COM</i>	
PHONE: <i>863-698-4919</i> FAX: _____		
MAILING ADDRESS: <i>703 4th</i>		
CITY: <i>Polk city</i>	STATE: <i>FL</i>	ZIP CODE: <i>33868</i>
ADDRESS TO MAIL RELEASE OF LIEN TO: <i>Don Kinsey 703 4th</i>		
CITY: <i>Polk city</i>	STATE: <i>FL</i>	ZIP CODE: <i>33868</i>
AUTHORIZED REPRESENTATIVE'S NAME: _____		
WRITTEN AND NOTARIZED AUTHORIZATION OWNER: YES <input type="checkbox"/> NO <input type="checkbox"/>		
CASE INFORMATION		
CASE NUMBER(S): _____		
LIEN ADDRESS (PROPERTY SUBJECT TO THE LIEN(S)): <i>738 1st</i>		
NAME OF CURRENT OWNER OF LIEN ADDRESS: <i>Don Kinsey</i>		
CURRENT OWNER'S RELATIONSHIP OR AFFILIATION WITH ENTITY/PERSON NAMED IN LIEN (S): <i>Was a Mortgage Holder on the Green William Corlan owner, at the time of the lien</i>		
OTHER PROPERTY LOCATED IN POLK CITY WHICH BELONGS TO CURRENT OWNER: <i>Property is in a trust</i>		
VIOLATION(S) AT LIEN ADDRESS WHEN LIEN(S) WERE PLACED: <i>Robert Maxwell</i>		
WHO LIVED AT LIEN ADDRESS WHEN LIEN(S) WAS/WERE ASSESSED? <i>Robert Maxwell</i>		
REASONS VIOLATION(S) NOT CORRECTED BEFORE LIEN(S) PLACED: <i>Property was owned by Cretta Green who was living in Tampa Property was leased by Robert Maxwell</i>		
WHAT IS THE REASON YOU ARE REQUESTING A REDUCTION OR RELEASE OF THE LIEN? <i>I purchased the property from Cretta Green and had no idea there was a lien on the property until I was contacted by Malanie Mvey on 7-11-2024</i>		

Application for Reduction of Code Compliance Fine(s) and Release of Lien(s)

Has the applicant previously applied for lien release/reduction for this property? Yes No

If yes, when? _____ (month & year)

Applicants are required to complete the Fine list below and to provide copies of any lien they want considered in this Lien Release/Fine Reduction Application. To obtain information on fines/liens contact Polk City at (863) 984-1375 or visit the Polk City Government Center at 123 Broadway Boulevard Southeast, Polk City, Florida 33868

Applicant is requesting the below lien(s) be:
(Check all that apply)

- Released Completely
- Reduced
- Released from the Property located at _____ only.
Lien(s) to remain in the name of the owner at time of lien.
- Other _____ >

Applicant's Request	
Amount of Fine	Date/Month Certified
\$ 86,150.00	
\$	

Application for Reduction of Code Compliance Fine(s) and Release of Lien(s)

Under penalty of perjury Florida Statute 837.02 (1), the undersigned swears or affirms that the information provided on this three (3) page Application for Reduction of Code Compliance Lien(s) is true and correct.

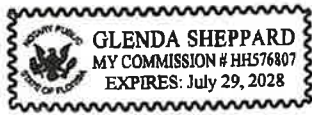
Don Kimsay
Applicant's Signature

9-12-24
Date

State of Florida
Polk City

The foregoing was sworn to and subscribed before me this 12th day of Sept, 2024, by DON KIMSAY. He or she is personally known to me, or provided FLDR Lic as identification and did appear before me at the time of notarization.

Notary Public:
Signature: Glenda Sheppard
Printed Name: Glenda Sheppard
My Commission Expires: July 29, 2028



For Polk City Use only

Application Accepted on: _____ Total Amount of Lien(s): \$ _____

Total Reduction Approved by the City: \$ _____

Other: _____



City of Polk City
 123 Broadway Blvd
 Polk City, FL 33868
 Phone: 863.984.1375
 Fax: 863.984.2334

INSTR # 2024123825
 BK 13132 Pg 1495 PG(s)1
 RECORDED 06/29/2024 02:19:57 PM
 STACY H. BUTTERFIELD, CLERK OF COURT
 POLK COUNTY
 RECORDING FEES \$10.00
 RECORDED BY abizamb

Case # CE24-0002
 738 1ST ST, POLK CITY, FLORIDA 33823
 Subdivision
 OAKRIDGE HEIGHTS PE 20 PG 2.49 Acres
 PARCEL ID# 252632296C00004150
 POLK CITY
 Petitioner

V.
 GREEN ARETTA / CARLAN WILLIAM 738 1ST ST, POLK CITY, FL 33868
 Respondent(s)

FINDINGS OF FACT, CONCLUSIONS OF LAW AND ORDER

ORDER OF IMPOSING FINES AND LIEN THIS CAUSE came on for public hearing before the Special Magistrate James Pye after due notice to Respondent(s), having heard testimony under oath, received evidence and heard argument thereupon, issues this "Findings of Fact, Conclusions of Law and Order" pursuant to §§162.07(4) and 162.08(5), Florida Statutes:

FINDINGS OF FACT

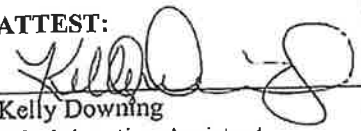
1. On or about January 24, 2024 there existed at on the above-described property, the following conditions in violation of the Code of Ordinances of Polk City, such conditions constituting a nuisance and a threat to the public health, safety, and welfare within the meaning of §162.06(4), Florida Statutes.

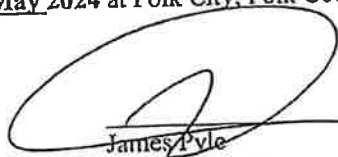
Violations: Sec. 34-102. Declaration of nuisance; prohibited conditions, Sec. 34-104. - Existence of abandoned property, junk and inoperative vehicles conditions. Sec. 34-103. - Abandonment of vehicles, 2.05.01 Swimming Pools, Sec. 22-51. - Building without a permit.

Owner: GREEN ARETTA / CARLAN WILLIAM Violation Address: 738 1st Street Polk City Florida 33868.

1. The property has been in violation since January 24, 2024. The property went before the Special Magistrate on March 20th, 2024, and was out of compliance for 41 days. A lien in the amount of \$ 6,150.00 has been set and will accrue by \$150.00 per day until total compliance as ordered by the Special Magistrate at the hearing on May 15th 2024 held at 1:30 pm. **DONE AND ORDERED this 15th day of May 2024** at Polk City, Polk County Florida.

ATTEST:


 Kelly Downing
 Administrative Assistant


 James Pye
 Special Magistrate

FURTHER AFFIANT SAYETH NOT.


 Tracy D. Appleton
 Notary Public

May 15th, 2024
 Date



TRACY D. APPLETON
 Notary Public
 State of Florida
 Comm# HH379936
 Expires 3/28/2027

'12/24, 5:17 AM'

Subject:

Date: 9/12/2024 5:17:53 AM Pacific Daylight Time

From: donkis@aol.com

Patrica Jackson,

I did not know the property I purchased from Aretta Green and William Carlan on 6/20/24 had a lien placed on it in violation of what I believe to be not obtaining a building permit for for a kiddie swimming pool. I am aware that Robert Maxwell and a Matthew?????? lived there and at the time I took possession of the property. William lives in North Carolina and Aretta Green is in Tampa attention to her Mother who is battling cancer. I was the mortgage holder and was approached by Aretta Green to buy back the property as she could not manage the property as her time was needed caring for her Mother. I knew nothing about the lien on the property until being informed my Melanie Mcvay on 9/11/24. It would be appreciated by myself if the City would see fit to forgive the lien of \$6,150.00 in whole or in part as I am a victim of circumstances.

Don Kinsey



City of Polk City
 123 Broadway Blvd
 Polk City, FL 33868
 Phone: 863.984.1375
 Fax: 863.984.2334



INSTR # 2024123825
 BK 13132 Pg 1495 PG(s)1
 RECORDED 05/29/2024 02:19:57 PM
 STACY M. BUTTERFIELD, CLERK OF COURT
 POLK COUNTY
 RECORDING FEES \$10.00
 RECORDED BY ahizzamb

Case # CE24-0002
 738 1ST ST, POLK CITY, FLORIDA 33823
 Subdivision
 OAKRIDGE HEIGHTS PB 20 PG 2.49 Acres
 PARCEL ID# 252632296000004150
POLK CITY
 Petitioner

V.
GREEN ARETTA / CARLAN WILLIAM 738 1ST ST, POLK CITY, FL 33868
 Respondent(s)

FINDINGS OF FACT, CONCLUSIONS OF LAW AND ORDER

ORDER OF IMPOSING FINES AND LIEN THIS CAUSE came on for public hearing before the Special Magistrate James Pyle after due notice to Respondent(s), having heard testimony under oath, received evidence and heard argument thereupon, issues this "Findings of Fact, Conclusions of Law and Order" pursuant to §§162.07(4) and 162.08(5), Florida Statutes:

FINDINGS OF FACT

1. On or about January 24, 2024 there existed at on the above-described property, the following conditions in violation of the Code of Ordinances of Polk City, such conditions constituting a nuisance and a threat to the public health, safety, and welfare within the meaning of §162.06(4), Florida Statutes.

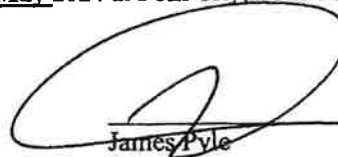
Violations: Sec. 34-102. Declaration of nuisance; prohibited conditions, Sec. 34-104. - Existence of abandoned property, junk and inoperative vehicles conditions. Sec. 34-103. - Abandonment of vehicles, 2.05.01 Swimming Pools, Sec. 22-51. - Building without a permit.

Owner: GREEN ARETTA / CARLAN WILLIAM Violation Address: 738 1st Street Polk City Florida 33868.

1. The property has been in violation since January 24, 2024. The property went before the Special Magistrate on March 20th, 2024, and was out of compliance for 41 days. A lien in the amount of \$ 6,150.00 has been set and will accrue by \$150.00 per day until total compliance as ordered by the Special Magistrate at the hearing on May 15th 2024 held at 1:30 pm. **DONE AND ORDERED** this 15th day of May 2024 at Polk City, Polk County Florida.

ATTEST:


 Kelly Downing
 Administrative Assistant


 James Pyle
 Special Magistrate

FURTHER AFFIANT SAYETH NOT.


 Tracy D. Appleton
 Notary Public

May 15th, 2024
 Date



TRACY D. APPLETON
 Notary Public
 State of Florida
 Comm# HH379936
 Expires 3/28/2027

**POLK CITY, FLORIDA
CODE ENFORCEMENT SPECIAL MAGISTRATE
123 BROADWAY BLVE SE
POLK CITY FL 33823**

Polk City,

Petitioner,

vs.

**GREEN ARETTA / CARLAN WILLIAM
738 1ST ST, POLK CITY, FL 33868**


Respondent(s).

Case Number: CE24-0002

AFFIDAVIT OF COMPLIANCE

**STATE OF FLORIDA
POLK CITY**

BEFORE ME, the undersigned authority personally appeared, Melaine McVay, Code Investigator for the Polk City Code Enforcement, who after being duly sworn, deposes and states that a re-inspection was performed on 5/22/2024, which revealed the corrective action ordered by the Special Magistrate had been taken.



Signature

FURTHER AFFIANT SAYETH NOT.

Dated this 5/22/2024 by Melanie McVay, who is personally known to me.



Notary Public

5/22/2024

Date



**TRACY D. APPLETON
Notary Public
State of Florida
Comm# HH379936
Expires 3/28/2027**









**City Commission Meeting
January 21, 2025**

AGENDA ITEM # 5

426 Bascom Court Lien Reduction/Waiver Application

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

426 Bascom Court Lien Reduction/Waiver Application of two (2) liens.

ATTACHMENTS:

- Recorded Lien
- Special Magistrate order & photos

ANALYSIS:

This property has been in violation for many years, as follows:

- April 17, 2019 in the amount of \$56,257.35
- November 15, 2023 in the amount of \$11,409.79

However, the property has come into compliance based on the Code Enforcement guidelines.

The property owner is currently under contract for sale and is requesting a reduction/waiver of the abovementioned liens.

STAFF RECOMMENDATION:

REQUEST FOR REDUCTION OF FINE/LIEN

Case# CE19-0174 & # CE23-0156

INSTRUCTIONS: Please fill out this form completely and mail it with your application fee of \$125.00 via check or money order, made payable to:

Polk City
123 Broadway Blvd SE
Polk City FL 33860.

The property MUST be in compliance where the violation(s) took place; otherwise, there is no basis for a reduction to be processed.

Property Owners Name: David Brimfield & Dolores Reese

Property Location: 426 Bascom Ct Polk City, FL 33868

I would like to request a reduction of the total amount of the fine/lien placed on the property due to:

Please check one:

- Medical Hardship – Supporting documentation is required.
- Financial Hardship – Supporting documentation is required.
- Failure to correct in a timely manner, resulting in higher lien amount.
- Sale to innocent 3rd party; Tax deed sale; Partial Release; Mortgage Holder
- Other: _____

Give a brief justification for your request and attach any documentation that will aid in Polk City's decision:

I am elderly, and my son, David Brimfield (the second owner), previously handled the property's maintenance. However, due to significant health issues,

(please see attached medical records), he has been unable to continue.

David is currently dealing with: Acute decompensated heart failure (25-30% capacity),

Type 2 diabetes mellitus, Stasis dermatitis in both legs and Collapsed lung with pleural effusion.

He is on eight prescription medications, causing side effects like dizziness, confusion, fatigue, and coordination loss, making him indefinitely unable to assist with the property.

I now have a cash buyer under contract to purchase the property as-is.

However, given the condition and value, I am requesting a reduction in the code lien amount.

This would significantly reduce the stress this situation has caused me and help finalize the sale
I appreciate your understanding and consideration in this difficult times

(Continue on back if needed)

Signed: Dolores Reese Date: 12/12/2024
Print Name: Dolores Reese Phone: 561-325-8035
Email Address Marakristad@gmail.com
Mailing Address: 6137 Mountain Lake Dr
City, ST, Zip: Lakeland, Florida, 33813

Keep a copy for yourself.

Once the application is received, it will be reviewed by City Commission to see if there is good cause for the reduction request. Currently, Polk City ordinances limit the City Manager's ability to reduce a fine/lien. Upon findings of good cause, per ordinance criteria, you will then be contacted and advised of the next scheduled City Commission Meeting. Please plan to attend the scheduled meeting. Please contact:

Melanie McVay at 863-984-1375 ext. 232
For more information or questions.

FAIR VALUE HOMEBUYERS LLC
156 BRIGHAM HILL RD
NORTH GRAFTON, MA 01536-1106

1171

53-13/110 MA
27382

DATE 12/14/2024

PAY
TO THE
ORDER OF

POIK city

\$ 125.

One Hundred + Twenty Five

DOLLARS

BANK OF AMERICA

ACH R/T 011000138

FOR case # CE19-0174 + CE23-0156

Paul Amisano

⑈001171⑈ ⑈011000138⑈ 466015199618⑈

* Check Returned to Fair Value
Homebuyers 1/14/25. We don't
charge a fee for these applications
- Kathy Delp



City of Polk City
123 Broadway Blvd
Polk City, FL 33868
Phone: 863.984.1375
Fax: 863.984.2334

Case # **CE19-0174, CE23-0156**
426 BASCOM CT. POLK CITY FLORIDA 33868
Parcel ID: 252632296015001350
ORANGEWOOD VILLAGE UNIT NO 7 PB 88 PG 2
Polk City

Petitioner

V.

David E. Brimfield / Dolores B. Reese 426 BASCOM CT. POLK CITY FLORIDA 33868
Respondent(s)

FINDINGS OF FACT, CONCLUSIONS OF LAW AND ORDER

ORDER OF IMPOSING FINES AND LIEN THIS CAUSE came on for public hearing before the Special Magistrate James Pyle after due notice to Respondent(s), having heard testimony under oath, received evidence and heard argument thereupon, issues this "Findings of Fact, Conclusions of Law and Order" pursuant to §§162.07(4) and 162.08(5), Florida Statutes:

FINDINGS OF FACT

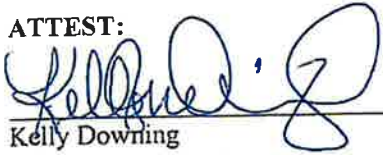
1. On or about September 5th, 2023 there existed at on the above-described property, the following conditions in violation of the Code of Ordinances of Polk City, such conditions constituting a nuisance and a threat to the public health, safety, and welfare within the meaning of §162.06(4), Florida Statutes.

Violations: Sec. 34-103. - Abandonment of vehicles.

Sec. 34-10 Declaration of nuisance

1. Owner: David E. Brimfield / Dolores B. Reese
2. Violation Address: 426 BASCOM CT. POLK CITY FLORIDA 33868
3. The property has been in violation for 71 days for a total of \$11,409.79 At the Special Magistrate Hearing on November 15th, 2023, at 1:30 pm, the lien was imposed **DONE AND ORDERED** this November 15th 2023 at Polk City, Polk County Florida.

ATTEST:


Kelly Downing
Administrative Assistant


James Pyle
Special Magistrate

FURTHER AFFIANT SAYETH NOT.


Kathleen A. Delp
Notary Public

January 17 2024
Date



RE: Case # CE 19-0174 & # CE23-0156

Please find check in the amount of \$125 for request for reduction of fine/lien.

Please call at (561) 403-0890 me if you need anything else.

Sincerely,

Gary



City of Polk City
 123 Broadway Blvd
 Polk City, FL 33868
 Phone: 863.984.1375
 Fax: 863.984.2334



INSTR # 2024020839
 BK 12986 Pg 1737 PG(s)1
 RECORDED 01/29/2024 08:26:13 AM
 STACY M. BUTTERFIELD, CLERK OF COURT
 POLK COUNTY
 RECORDING FEES \$10.00
 RECORDED BY military

Case # CE19-0174, CE23-0156
 426 BASCOM CT. POLK CITY FLORIDA 33868
 Parcel ID: 252632296015001350
 ORANGEWOOD VILLAGE UNIT NO 7 PB 88 PG 2
Polk City
 Petitioner

V.
David E. Brimfield / Dolores B. Reese 426 BASCOM CT. POLK CITY FLORIDA 33868
 Respondent(s)

FINDINGS OF FACT, CONCLUSIONS OF LAW AND ORDER

ORDER OF IMPOSING FINES AND LIEN THIS CAUSE came on for public hearing before the Special Magistrate James Pyle after due notice to Respondent(s), having heard testimony under oath, received evidence and heard argument thereupon, issues this "Findings of Fact, Conclusions of Law and Order" pursuant to §§162.07(4) and 162.08(5), Florida Statutes:

FINDINGS OF FACT

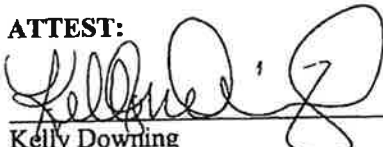
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3. The property has been in violation for 71 days for a total of **\$11,409.79** At the Special Magistrate Hearing on November 15th, 2023, at 1:30 pm, the lien was imposed DONE AND ORDERED this November 15th 2023 at Polk City, Polk County Florida.

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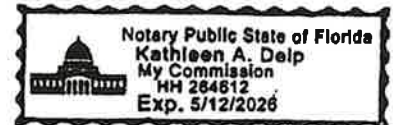

 Kelly Downing
 Administrative Assistant


 James Pyle
 Special Magistrate

FURTHER AFFIANT SAYETH NOT.


 Kathleen A. Delp
 Notary Public

January 17 2024
 Date











CODE COMPLIANCE DIVISION
SPECIAL MAGISTRATE
POLK CITY



INSTR # 2019132301
BK 10886 Pg 907 PG(s)1
RECORDED 06/25/2019 01:50:08 PM
STACY M. BUTTERFIELD, CLERK OF COURT
POLK COUNTY
RECORDING FEES \$10.00
RECORDED BY rhencomp

CITY OF POLK CITY,
Petitioner,

v.

David E. Brimfield
Dolores B. Reese

Violation No.2018-0426
Parcel Number: 252632296015001350
Property Address: 426 Bascom CT Polk City FL
Legal Description: ORANGEWOOD VILLAGE
UNIT NO. SEVEN PB 88 PG 27 LOT 135
PLAT BOOK

Respondent.

ORDER IMPOSING FINE/ADMINISTRATION LIEN

THIS CAUSE came on to be heard before the Polk City Special Magistrate at hearing commencing at 3:00 PM. On April 17TH, 2019, after due notice to the parties at which time the Special Magistrate Heard testimony under oath, received evidence, and being otherwise fully advised in the premises ORDERED as follows:

1. Respondent was required to take certain corrective action by a time certain, as more specifically set forth in the Findings of Fact, Conclusions of Law and Order.
2. An Affidavit of Compliance has been filed at the Hearing by the Code Officer, which Affidavit certifies under oath that as of _____, 2019, the required corrective action has been taken as ordered.
3. Respondent has complied with the Findings of Fact, Conclusions of Law and Order.
4. It is hereby Ordered that Respondent pay to the Petitioner POLK CITY, FLORIDA, a fine in the amount of \$ 6,757.35 which includes administrative costs of \$ 7.35 and for the fine proven hereinabove. The ongoing fine of \$250.00 per day will continue to accrue until date of compliance. A certified copy of this Order may be recorded and once recorded shall constitute a lien against the above-described property and all other real and personal property owned by the Respondent, pursuant to Florida Statutes, Chapter 162.

DONE AND ORDERED this April 17th, 2019, at Polk City, Polk County, Florida 33868

198 Days 49500.00
+ 6757.35
56257.35

STATE OF FLORIDA COUNTY OF POLK

Special Magistrate

I, the undersigned duly appointed City Clerk of Polk City, Florida, HEREBY CERTIFY that the foregoing is a true and correct copy of Order Imposing Fine/Administrative Lien for Polk City, Petitioner, v David E. Brimfield Dolores B. Reese Case # 2018-0426 as shown in the records of the City on file in the office of the City Clerk.

WITNESS my hand and the seal of Polk City, Florida, this April 17th, 2019.

CITY CLERK

POLK CITY
123 BROADWAY BLVD SE
POLK CITY FL 32860

**POLK CITY, FLORIDA
CODE ENFORCEMENT SPECIAL MAGISTRATE**

Polk City,
Petitioner,
vs.

David E. Brimfield
Dolores B. Reese
Respondent(s)./

Case Number: 2018-0426

AFFIDAVIT OF COMPLIANCE

**STATE OF FLORIDA
POLK COUNTY**

BEFORE ME, the undersigned authority personally appeared, Melanie McVay, Code Investigator for the Polk City Code Enforcement Division, who after being duly sworn, deposes and states that the Special Magistrate held a public hearing on February 20, 2019, and issued an Order giving the City authorization to impose a lien. Subsequently, the property located at 426 Bascom Ct. Polk City incurred costs in the amount of \$7.35 and \$250.00 per day until property is brought into compliance and that a lien has been imposed by the Special Magistrate on April 17th 2019.

The property was brought into compliance on OCTOBER 31st 2019 .

Melanie McVay
Signature

FURTHER AFFIANT SAYETH NOT.

Dated this Oct. 31st /2019 by Melanie McVay, who is personally known to me.

Kathleen Delp 10/31/19
Notary Public Date



A-40 Comp by City Correct- Cost







05/14/2019



06/05/2019



07/18/2019



08/13/2019



426

10/17/2019